

United States Department of Agriculture
Billing and Accounts Receivable
Pegasys 7.8 User Guide



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Guide Summary

To meet 508 compliance requirements, the BAAR Guide is divided into 10 documents, which contains the following sections. This is Document 3.

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4 BAAR User Actions and Procedures

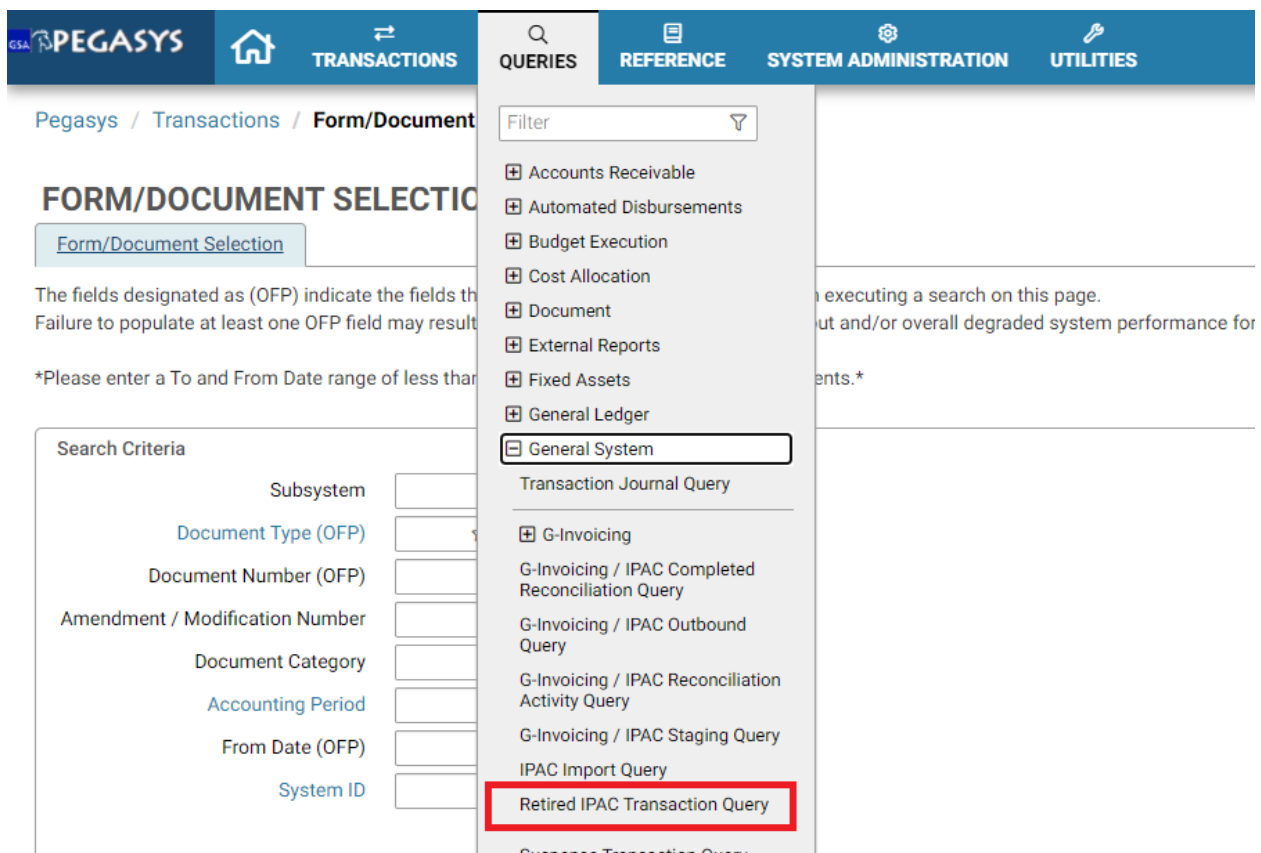
4.6 BAAR Queries

4.6.4 Retired IPAC Transaction Query

The Retired IPAC Transaction query allows the user to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Processes as well as any changes made to IPAC documents required to fulfill the IPAC Billing lifecycle, prior to the 7.5.1 Upgrade in May 2018.

Queries → General System → Retired IPAC Transaction Query

Figure 1: Navigation to Retired IPAC Transaction Query



- To search for IPAC Transaction information, enter applicable search criteria and select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and select the Details button.

4.6.4.1 Retired IPAC Transaction Query Search Parameters and Results

IPAC transactions can be queried by a variety of parameters, such as Fiscal Year, Document Category, Document Type or Document Number, Customer ALC, Disbursing Office, and the Assignment Code.

Figure 2: Retired IPAC Transaction Query Search Criteria

Retired IPAC Transaction Query

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page.

Failure to populate at least one OFP field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Search Criteria

Document

Document Category Modified

IPAC Status

Document

Type (OFP) Number (OFP) Item Accounting

Document Date

From To

Figure 3: Retired IPAC Transaction Query Search Criteria - IPAC Reference Section

IPAC Reference

IPAC Reference Number (OFP)

IPAC Document Identifier

IPAC Reference Line Number

DBE IPAC Doc ID (DBE UID)

Relative Line Number

Reference Doc IPAC Document Identifier

Invoice Number

DBE Detail Flag

Canceled/Deleted

IPAC Adjustment

Sender Initiated Adjustment

IPAC Adjustment Original IPAC Reference Number

Zero Dollar Status Indicator

Zero Dollar Reference Number

☐ Related Docs

☐ Related Docs

Customer Treasury Symbol

Short Key ATA AID BPOA EPOA A MAIN SUB

Customer ALC

Customer BETC

ALC

Disbursing Office

Agency DUNS

Agency DUNS+4

Agency AAC/DOOAC

IPAC Schedule Date

From To

Article Amount

From To

IPAC Confirmed

From Date To Date

Amount Value

IPAC Rejection Date

From To Omitted From File

The Item Collection of the Retired IPAC Transaction Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Document Category, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item

collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 4: Retired IPAC Transaction Query Item Collection

<input type="checkbox"/> Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	IPAC Status	IPAC Reference Number	IPAC Reference Line Number	Article Number	Article Amount	IPAC Submission Date	DV Accomplish Date	Agreement Number	Document Date	IPAC Schedule Date	Accounting Period	Accomplish Date	IF C D
--	---------	---------	-----------	-----------	----------	-------------	-----------------------	----------------------------	----------------	----------------	----------------------	--------------------	------------------	---------------	--------------------	-------------------	-----------------	--------

10 per page << < Page 1 of 1 > >

Figure 5: Retired IPAC Transaction Query Item Collection (User Altered)

<input type="checkbox"/> IPAC Reference Number	Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	IPAC Status	IPAC Reference Line Number	Article Number	Article Amount	IPAC Submission Date	DV Accomplish Date	Agreement Number	Document Date	IPAC Schedule Date	Accounting Period	Accomplish Date	IF C D
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4.6.4.2 Retired IPAC Transaction Query Details

All changes made to an IPAC document, prior to the 7.5.1 Upgrade, can be reviewed through the Retired IPAC Transaction query. As a result of running the query, the user can review the details matching the search criteria and can also review the associated document for each individual record.

Figure 6: Retired IPAC Transaction Query Detail

Pegasys / Queries / General System / Retired IPAC Transaction Query / IPAC Transaction Detail

IPAC TRANSACTION DETAIL

IPAC Transaction Detail | IPAC History | SQL Information Record | IPAC Transaction DBE Detail | Correspondence

[View Document](#)

Expand All Collapse All

General

Document Category: BD - Billing Document

Document

Type	Number	Item	Accounting
GDI	GDI0007332-0001	0000	1

Statement Number: M0007332

Related Statement Number:

Referenced Statement Number:

DBE Detail Flag: Yes

Source Number: 05310180741559

Title:

Billing Status: Billed

Article Number: 1

Article Amount: \$728.00

Currency Code: USD

Security Org: GSA

Fiscal Year: 2018

Customer ALC: 05000001

Customer Treasury Symbol

Short Key:

ATA:

AID: 005

BPOA:

EPOA:

A: X

MAIN: 0107

SUB: 000

4.6.4.3 Executing a Query Using the Retired IPAC Transaction Query

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using Retired IPAC Transaction Query:

1. Navigate to Queries → General System → Retired IPAC Transaction Query

The Retired IPAC Transaction Query page is displayed.

Figure 7: Retired IPAC Transaction Query

Pegasys / Queries / General System / Retired IPAC Transaction Query

Retired IPAC Transaction Query

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page.
Failure to populate at least one OFP field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Search Criteria

Document

Document Category

Document

Type (OFP) Number (OFP) Item Accounting

Document Date

From To

Figure 8: Retired IPAC Transaction Query - IPAC Reference Section

IPAC Reference

IPAC Reference Number (OFP)

IPAC Document Identifier

IPAC Reference Line Number

DBE IPAC Doc ID (DBE UIDO)

Relative Line Number

Reference Doc IPAC Document Identifier

Invoice Number

DBE Detail Flag

Canceled/Deleted

IPAC Adjustment

Sender Initiated Adjustment

IPAC Adjustment Original IPAC Reference Number

Zero Dollar Status Indicator

Zero Dollar Reference Number

IPAC Submission Date

From To

Post SQL Status Indicator

IPAC Confirmed

From Date To Date

Amount Value

IPAC Rejection Date

From To Omitted From File

☐ Related Docs
☐ Related Docs

Customer Treasury Symbol

Short Key ATA AID BPOA EPOA A MAIN SUB

Customer ALC

Customer BETC

ALC

Disbursing Office

Agency DUNS

Agency DUNS+4

Agency AAC/DODAAC

IPAC Schedule Date

From To

Article Amount

From To

- Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number** (using either the **Statement Number** field or the **IPAC Reference Number** field). If known, enter the **Document Type**, **IPAC Status** and customer information.

Figure 9: Retired IPAC Transaction Query Reference Number**Retired IPAC Transaction Query**

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page.
Failure to populate at least one OFP field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Search Criteria

Document

Document Category

Modified

IPAC Status

Document

Type (OFP) Number (OFP) Item Accounting

Document Date

From To

IPAC Reference

IPAC Reference Number (OFP)

IPAC Document Identifier

IPAC Reference Line Number

DBE IPAC Doc ID (DBE UIID)

Relative Line Number

Reference Doc IPAC Document Identifier

Invoice Number

☐ Related Docs

☐ Related Docs

[Customer Treasury Symbol](#) ☆

Short Key ATA AID

SUB

NOTE: Query performance is improved with each additional search criteria entered.
Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button.

Figure 10: Search Button

Security Org

Assignment Code

Search

The results are returned in the Item Collection.

Figure 11: Item Collection

<input type="checkbox"/>	Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	IPAC Status	IPAC Reference Number	IPAC Reference Line Number	Article Number	Article Amount	IPAC Submission Date	DV Accomplish Date	Agreement Number	Document Date	IPAC Schedule Date	Accounting Period	Accomp Date
<input checked="" type="checkbox"/>	BD - Billing Document	GDI	GDI/M0007332/0001	1	0000	False	Confirmed	M0007332	1	1	\$728.00	04/02/2018			04/02/2018	03/15/2018	07/2018	04/02/2018

10 per page << Page 1 of 1 >>

4. Select a detail record.
5. Select the **Details** button.

Figure 12: Details Button

1 - 1 of 1 results

Details [View Document](#) [GL Detail](#)

Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	IPAC Status	IPAC Reference Number	IPAC Reference Line Number	Article Number	Article Amount	IPAC Submission Date	DV Accomplish Date	Agreement Number	Document Date	IPAC Schedule Date	Accounting Period	Accomp Date
<input checked="" type="checkbox"/> BD - Billing Document	GDI	GDI00073320001	1	0000	False	Confirmed	M0007332	1	1	\$728.00	04/02/2018			04/02/2018	03/15/2018	07/2018	04/02/2018

10 per page << Page 1 of 1 >>

The IPAC Transaction Detail page is displayed.

Figure 13: Retired IPAC Transaction Detail Page

Pegasys / Queries / General System / Retired IPAC Transaction Query / **IPAC Transaction Detail**

IPAC TRANSACTION DETAIL

IPAC Transaction Detail IPAC History SGL Information Record IPAC Transaction DBE Detail Correspondence

[View Document](#)

General

Document Category: **BD - Billing Document**

Document

Type	Number	Item	Accounting
GDI	GDI0007332-0001	0000	1

Statement Number: M0007332

Related Statement Number:

Referenced Statement Number:

DBE Detail Flag: Yes

Source Number: 05310180741559

Billing Status: Billed

Article Number: 1

Article Amount: \$728.00

Currency Code: USD

Security Org: GSA

Fiscal Year: 2018

Customer ALC: 05000001

Customer Treasury Symbol

Short Key: ATA AID BPOA

005

6. Select the **IPAC History** Tab to view the IPAC Transaction's history. To see the details, select the record. The item collection will be displayed.

Figure 14: IPAC History Tab

Pegasys / Queries / General System / Retired IPAC Transaction Query / IPAC Transaction Detail / **IPAC History**

IPAC HISTORY

IPAC Transaction Detail **IPAC History** SGL Information Record IPAC Transaction DBE Detail Correspondence

1 - 4 of 4 results

Document Category	Doc Typ	Doc Num	Actg Ln #	Item Ln #	Modified	Statement Number	Related Statement Number	Referenced Statement Number	DBE Detail Flag	Agreement Number	Source Number	Title
<input checked="" type="radio"/> BD - Billing Document	GDI	GDI00073320001	1	0000	False	M0007332			True		05310180741559	
<input type="radio"/> BD - Billing Document	GDI	GDI00073320001	1	0000	False	M0007332			True		05310180741559	
<input type="radio"/> BD - Billing Document	GDI	GDI00073320001	1	0000	False	M0007332			True		05310180741559	
<input type="radio"/> BD - Billing Document	GDI	GDI00073320001	1	0000	False	M0007332			True		05310180741559	

7. Select the **SGL Information Record** Tab to view the IPAC Transaction's SGL information.

Figure 15: SGL Information Tab

8. Select the **IPAC Transaction DBE Detail** tab within the IPAC Transaction to view IPAC DBE Detail information.

NOTE: This tab will only contain information when the IPAC Transaction's DBE Detail flag is True.

Figure 16: IPAC Transaction DBE Detail

Pegasys / Queries / General System / Retired IPAC Transaction Query / IPAC Transaction Detail / IPAC Transaction DBE Detail

IPAC TRANSACTION DBE DETAIL

IPAC Transaction Detail | IPAC History | SGL Information Record | **IPAC Transaction DBE Detail** | Correspondence

1 - 1 of 1 results

Document Category	Doc Type	Doc Num	Actg Ln #	Item Ln #	Article Number	DBE IPAC Doc ID (DBE UID)	IPAC Reference Number	IPAC Reference Line Number	Detail Line Number	Quantity	Unit Price Amount
BD - Billing Document	GDI	GDIM0007332-0001	1	0000	1	SUP032020180006204	M0007332	1	1	200.000000	\$3.6400

9. Select the **Correspondence** tab to view any correspondence on the transaction.
For more information on Correspondence, please refer to **Section 4.6.13.5**.
10. To view the document associated to the IPAC Transaction Detail record, select the View Document button. When selecting **View Document**, the document will be opened in a new window in view mode.

Figure 17: IPAC Transaction Detail

Pegasys / Queries / General System / Retired IPAC Transaction Query / IPAC Transaction Detail

IPAC TRANSACTION DETAIL

IPAC Transaction Detail | IPAC History | SGL Information Record | IPAC Transaction DBE Detail | Correspondence

View Document

General

Document Category: BD - Billing Document

Document

Type	Number	Item	Accounting
GDI	GDIM0007332-0001	0000	1

Statement Number: M0007332

Related Statement Number:

Billing Status: Billed

Article Number: 1

Article Amount: \$728.00

Currency Code: USD

Security Org: GSA

Fiscal Year: 2018

Customer ALC: 05000001

4.6.5 G-Invoicing/IPAC Outbound Query

The G-Invoicing/IPAC Outbound query allows the user to view Pegasys transactions eligible for the Intra-Governmental Payment and Collection (IPAC) System that will go through the IPAC Outbound Crosswalk and IPAC Bulk File Generation batch processes.

Queries → General System → G-Invoicing/IPAC Outbound Query.

Figure 18: Navigation to G-Invoicing/IPAC Outbound Query

The screenshot displays the PEGASYS application interface. The top navigation bar includes the PEGASYS logo and tabs for TRANSACTIONS, QUERIES, REFERENCE, SYSTEM ADMINISTRATION, and UTILITIES. The main content area shows the 'FORM/DOCUMENT SELECTION' page with various search criteria fields (Subsystem, Document Type (OFP), Document Number (OFP), Amendment / Modification Number, Document Category, Accounting Period, From Date (OFP), System ID) and a Vendor section (Code (OFP), UEI, DUNS, Designated Agent - ALC, AAC/DODAAC). A 'Search' button is at the bottom left. The 'QUERIES' dropdown menu is open, listing various queries. The 'General System' section is expanded, and 'G-Invoicing / IPAC Outbound Query' is highlighted with a red box. Other queries listed include Accounts Receivable, Automated Disbursements, Budget Execution, Cost Allocation, Document, External Reports, Fixed Assets, General Ledger, Transaction Journal Query, G-Invoicing, IPAC Import Query, G-Invoicing / IPAC Staging Query, G-Invoicing / IPAC Reconciliation Activity Query, G-Invoicing / IPAC Completed Reconciliation Query, Retired IPAC Transaction Query, Suspense Transaction Query, Withholding Query, GPRA, Planning, Project Cost Accounting, Purchasing, Vendor, Workflow, and Workload.

4.6.5.1 G-Invoicing/IPAC Outbound Query Search Parameters and Results

IPAC Transactions can be queried by a variety of parameters, the basic search criteria are Document Type, Document Number, Document Line Number, Statement Number, Partition, Security Organization, and Vendor Code. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Import record.

Figure 19: G-Invoicing/IPAC Outbound Query Basic Search Criteria

Figure 20: G-Invoicing/IPAC Outbound Query Advanced Search Criteria

The Item Collection of the G-Invoicing/IPAC Outbound Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Document Category, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 21: G-Invoicing/IPAC Outbound Query Item Collection

MOMENTUM TRANSACTION

No results

G-Inv / IPAC Indicator	Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	IPAC Schedule Date	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	Statement #	Agreement #	Inv #	Business Line
Totals																					

View Details Go to G-Inv / IPAC Queries 10 per page Page 1 of 1

Figure 22: G-invoicing/IPAC Outbound Query Item Collection (User Altered)

MOMENTUM TRANSACTION

No results

IPAC Schedule Date	G-Inv / IPAC Indicator	Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	Statement #	Agreement #	Inv #
Totals	Totals									\$0.00	\$0.00									

View Details Go to G-Inv / IPAC Queries 10 per page Page 1 of 1

4.6.5.2 G-Invoicing/IPAC Outbound Query Details

The G-Invoicing/IPAC Outbound query supports two options for viewing records under the View Details Split Dropdown. The View Document button allows users to open a window to view the Pegasys Transaction. The Staging Preview option launches a Modal window to view if and where an IPAC Import record has been crosswalked. The Modal contains important IPAC File fields at a glance and has a View Staging Details button that will navigate to the IPAC Staging Details page for the selected record.

Figure 23: G-Invoicing/IPAC Outbound Query Detail

Pegasys / Queries / General System / G-Invoicing / IPAC Outbound Query

G-Invoicing / IPAC Outbound Query

Search Transactions Detail Billings

Basic Search Advanced Search

Document Type Number (SFP) Item Accounting

Order Details

GT&C Number Requester / Servicer Type

Order Number Line Schedule

G-Inv / IPAC Indicator Statement #

Security Org

Vendor Code

Search Clear

MOMENTUM TRANSACTION

1 - 2 of 2 results

IPAC Schedule Date	G-Inv / IPAC Indicator	Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	Statement #	Agreement #
12/31/2020	IPAC	BO - Billing Document	FBI	FBI017162635-0416	1		Yes	012021	012021	\$2,409.60	\$2,409.60	02/02/2021							
12/31/2020	IPAC	BO - Billing Document	FBI	FBI017162635-0416	2		No	012021	012021	(\$100.00)	\$0.00	02/02/2021							
Totals										\$2,309.60	\$2,409.60								

View Details View Document View Staging Go to G-Inv / IPAC Queries 10 per page Page 1 of 1

4.6.5.3 Executing a Query Using the G-Invoicing/IPAC Outbound Query

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using G-Invoicing/IPAC Outbound Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Outbound Query.
The G-Invoicing / IPAC Outbound Query page is displayed.

Figure 24: G-Invoicing/IPAC Outbound Query

The screenshot shows the 'G-Invoicing / IPAC Outbound Query' page. The breadcrumb trail is 'Pegasys / Queries / General System / G-Invoicing / IPAC Outbound Query'. The page title is 'G-Invoicing / IPAC Outbound Query'. There are two tabs: 'Basic Search' (selected) and 'Advanced Search'. Below the tabs are search criteria fields: Document Type, Number (OFP), Item, and Accounting. Under 'Order Details', there are fields for GT&C Number, Requester / Service Type, Order Number, Line, and Schedule. At the bottom, there are fields for G-Inv / IPAC Indicator, Statement #, Security Org, and Vendor Code. A 'Search' button and a 'Clear' button are present. Below the search criteria, a table titled 'MOMENTUM TRANSACTION' is shown with the message 'No results'. The table has columns for IPAC Schedule Date, G-Inv / IPAC Indicator, Doc Cat, Doc Type, Doc Num, Item La #, Actg La #, Selected For IPAC, Vendor Code, Addr Code, Line Amount, Outstanding Amount, Doc Date, Requester / Service Type, GT&C Number, G-Invoicing Order Number, Order Line #, Order Schedule #, Statement #, Agreement #, and Inv #. The 'Totals' row shows \$0.00 for Line Amount and Outstanding Amount. At the bottom right, there is a pagination control showing '10 per page' and 'Page 1 of 1'.

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Document Number**.

Figure 25: G-Invoicing/IPAC Outbound Query Statement Number

The screenshot shows the 'G-Invoicing / IPAC Outbound Query' page with search criteria filled in. The breadcrumb trail is 'Pegasys / Queries / General System / G-Invoicing / IPAC Outbound Query'. The page title is 'G-Invoicing / IPAC Outbound Query'. There are two tabs: 'Basic Search' (selected) and 'Advanced Search'. Below the tabs are search criteria fields: Document Type, Number (OFP), Item, and Accounting. The 'Number (OFP)' field is highlighted with a red box and contains the value 'FDIG0153020-001'. Under 'Order Details', there are fields for GT&C Number, Requester / Service Type, Order Number, Line, and Schedule. At the bottom, there are fields for G-Inv / IPAC Indicator, Statement #, Security Org, and Vendor Code. A 'Search' button and a 'Clear' button are present.

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button.

Figure 26: Search Button

Pegasys / Queries / General System / G-Invoicing / IPAC Outbound Query 

G-Invoicing / IPAC Outbound Query

Search ☒ Transactions ☐ Detail Billings

Basic Search

Advanced Search

Document

Type Number (OFP) Item Accounting

Order Details

GT&C Number Requester / Servicer Type

Order Number Line Schedule

G-Inv / IPAC Indicator

Statement #

Search

Clear

The results are returned in the Item Collection.

Figure 27: Item Collection

MOMENTUM TRANSACTION

1 - 2 of 2 results

IPAC Schedule Date	G-Inv / IPAC Indicator	Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	Statement #	Agree #
<input type="radio"/> 01/01/2020	IPAC	BD - Billing Document	FDI	FDIG0153020-001		1	Yes	011009	011009	\$2,022.98	\$0.00	01/06/2020							
<input type="radio"/> 01/01/2020	IPAC	BD - Billing Document	FDI	FDIG0153020-001		2	Yes	011009	011009	\$4.00	\$0.00	01/06/2020							
Totals	Totals									\$2,026.98	\$0.00								

View Details

10 per page << Page 1 of 1 >>

4. Select a detail record.
5. Select the **View Details** dropdown button.

6. Select the **View Document** Button

Figure 28: View Document button

MOMENTUM TRANSACTION
1 - 2 of 2 results

IPAC Schedule Date	G-Inv / IPAC Indicator	Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	Statement #	Agree #
01/01/2020	IPAC	BD - Billing Document	FDI	FDIG0153020-001		1	Yes	011009	011009	\$2,022.98	\$0.00	01/06/2020							
01/01/2020	IPAC	BD - Billing Document	FDI	FDIG0153020-001		2	Yes	011009	011009	\$4.00	\$0.00	01/06/2020							
										\$2,026.98	\$0.00								

View Document (highlighted in red box)

View Staging

View Details Go to G-Inv / IPAC Queries

10 per page << Page 1 of 1 >>

The document opens in a new window.

Figure 29: View Document

Header

HEADER

Header Accounting Lines Office Addresses Approval Routing Memos Summary

View Case History

General

Make Recurring

Document Type FDI Fleet IPAC BD

Status PROCESSED

Document Number FDIG0153020-001

Statement Number G0153020

Title

Billed By

Post Code

Number of Lines 2

Closed Lines 2

Agency UEI

Agency DUNS Number 964253686

Agency EFT Indicator

Bill Generated Flag ☒

Bill Generated Date 01/06/2020

Orig Document Date 12/30/2019

Last Document Date 01/06/2020

Accounting Period 04/2020

Reporting Accounting Period 04/2020

Last Batch Number

Document Classification

Security Org GSA

Last Modification Number 0

Business Line FLEET

7. Return to the G-Invoicing/IPAC Outbound Query and select the **View Staging** button.

Figure 30: View Staging button

MOMENTUM TRANSACTION
1 - 2 of 2 results

IPAC Schedule Date	G-Inv / IPAC Indicator	Doc Cat	Doc Type	Doc Num	Item Ln #	Actg Ln #	Selected For IPAC	Vendor Code	Addr Code	Line Amount	Outstanding Amount	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	Statement #	Agree #
01/01/2020	IPAC	BD - Billing Document	FDI	FDIG0153020-001		1	Yes	011009	011009	\$2,022.98	\$0.00	01/06/2020							
01/01/2020	IPAC	BD - Billing Document	FDI	FDIG0153020-001		2	Yes	011009	011009	\$4.00	\$0.00	01/06/2020							
										\$2,026.98	\$0.00								

View Document

View Staging (highlighted in red box)

View Details Go to G-Inv / IPAC Queries

10 per page << Page 1 of 1 >>

8. The Staging Record preview modal appears.

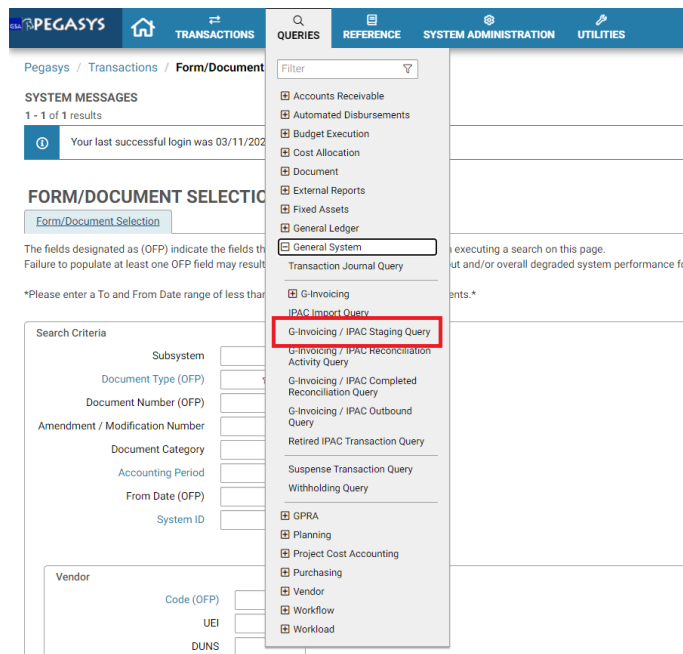
Figure 31: Staging Record Preview modal

IPAC DRN	IPAC DRN Dtl Ln Num	IPAC Status	Transaction Set ID	Document Number	Detail Amount	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Sub Org	Prgm	Proj Cd	Sub Proj	Acty	SOC	Sub Object	Re Src
G0153020	5	Moved to Recon	810		\$354.26														
G0153020	1	Moved to Recon	810		\$417.18														
G0153020	3	Moved to Recon	810		\$417.18														
G0153020	2	Moved to Recon	810		\$417.18														
G0153020	4	Moved to Recon	810		\$417.18														
Totals					\$2,022.98														

4.6.6 G-Invoicing/IPAC Staging Query

The G-Invoicing/IPAC Staging query allows the user to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Batch processes.

Queries → General System → G-Invoicing/IPAC Staging Query.

Figure 32: Navigation to G-Invoicing/IPAC Staging Query

4.6.6.1 G-Invoicing/IPAC Staging Query Search Parameters and Results

IPAC Transactions can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Outbound Document Type, Outbound Document Number, Import Run Number, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Staging record.

Figure 33: G-Invoicing/IPAC Staging Query Basic Search Criteria

G-Invoicing / IPAC Staging Query

Basic Search | Advanced Search

G-Inv / IPAC Indicator: [Dropdown] | G-Inv / IPAC Status: [Dropdown]

Document Type: [Dropdown] | Document Number: [Text]

Performance Type: [Dropdown] | IPAC DRN (OFF): [Text]

G-Invoicing Line Type: [Dropdown] | IPAC Import Run Number: [Text]

Originating ALC: [Text] | Customer ALC: [Text]

Outbound Document Type: [Text] | Outbound Document Number (OFF): [Text] | Item: [Text] | Accounting: [Text]

G-Invoicing

Order Details

GT&C Number: [Text] | Requester / Servicer Type: [Text]

Order Number: [Text] | Line: [Text] | Schedule: [Text]

Performance Details

Performance Number: [Text] | Detail: [Text]

Reference Performance Number: [Text] | Detail: [Text]

Search **Clear**

G-INVOICING / IPAC STAGING RECORDS

No results

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invoicing Line Type	Performance Type	Perfor Status
Totals																				

10 per page | Page 1 of 1

Figure 34: G-Invoicing/IPAC Staging Query Advanced Search Criteria

G-Invoicing / IPAC Staging Query

Advanced Search | Basic Search

Select preconfigured search: [Dropdown] | **Actions**

New Query: [Text] | **Actions**

Tell us what the query does.

Select field name: [Dropdown] | = | Enter a Value: [Text] | **Search**

Search **Clear** **Save Query**

G-INVOICING / IPAC STAGING RECORDS

No results

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invoicing Line Type	Performance Type	Perfor Status
Totals																				

10 per page | Page 1 of 1

The Item Collection of the G-Invoicing/IPAC Staging Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, IPAC DRN, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 35: G-Invoicing/IPAC Staging Query Item Collection

G-INVOICING / IPAC STAGING RECORDS
No results

<input type="checkbox"/> G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invo Line
Totals																		

Details New Copy Go to G-Inv / IPAC Queries Delete Update Status 10 per page Page 1 of 1

Figure 36: G-Invoicing/IPAC Staging Query Item Collection (User Altered)

G-INVOICING / IPAC STAGING RECORDS
No results

<input type="checkbox"/> Document Number	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule #	G-Invoicing Line Type	Performance Type	Performance Status	Perf Num
Totals																						

Details New Copy Go to G-Inv / IPAC Queries Delete Update Status 10 per page Page 1 of 1

4.6.6.2 G-Invoicing/IPAC Staging Query Details

The G-Invoicing/IPAC Staging Query Details default button will show all the IPAC Staging Fields and allow modification of IPAC Detail Information. The Details dropdown button supports 5 different actions when selecting a record:

- The **Import** option will launch a Modal window to view if and where this IPAC Staging record has been through the IPAC Import batch process.
- The **Outbound** preview option will launch a Modal window to view if and where this IPAC Staging record came from a Pegasys Transaction that GSA/USDA initiated.
- The **Staging History** option will launch a Modal window to view if and how this IPAC Staging record has been changed.
- The **Reconciliation** preview option will launch a Modal window to view if and how this IPAC Staging record has been Reconciled.
- The **Reconciliation History** preview option will launch a Modal window to view if and how this IPAC Staging record has been changed in Reconciliation.

[Pagays](#) / [Queries](#) / [General System](#) / [G-Invoicing / IPAC Staging Query](#)

G-Invoicing / IPAC Staging Query

Basic Search

Advanced Search

G-Inv / IPAC Indicator

G-Inv / IPAC Status

Document Type

Document Number

01502284

Performance Type

IPAC DRN (OPF)

G-Invoicing Line Type

IPAC Import Run Number

Originating ALC

Customer ALC

Outbound Document

Type

Outbound Document Number (OPF)

Item

Accounting

G-Invoicing

Order Details

GTAC Number

Requester / Service Type

Order Number

Line

Schedule

Performance Details

Performance Number

Detail

Reference Performance Number

Detail

Search

Clear

G-INVOICING / IPAC STAGING RECORDS

1 - 1 of 1 results

Document Number

G-Inv / IPAC Indicator

IPAC DRN

IPAC Import Run Number

IPAC DRN Del Ln Num

G-Inv / IPAC Status

IPAC Transaction Type

G-Invoicing / IPAC Assignee

Detail Amount

Originaling ALC

Customer ALC

Accompliat Date

Actg Date

SNDR DO

Requester / Service Type

GTAC Number

G-Invoicing Order Number

Order Line #

Order Schedule #

G-Invoicing Line Type

Performance Type

Performance Status

Perf Num

01502284	A2018042600	1	Needs Manual Review	Collection		\$3,574.52	93000001	47000016	06/25/2018	06/30/2018	XDS15					Normal			
						\$3,574.52													

Impact

Outbound

History

Reconciliation

Reconciliation History

Details

Next

Copy

Go to G-Inv / IPAC Queries

Delete

Update Status

10 per page

<< Page 1 of 1 >>

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using IPAC Staging Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Staging Query

The G-Invoicing/IPAC Staging Query page is displayed.

[Regkeys](#) / [Queues](#) / [General System](#) / [G-Invoicing](#) / [IPAC Staging Query](#)

G-Invoicing / IPAC Staging Query

Basic Search

Advanced Search

G-Inv / IPAC Indicator

Document Type

Performance Type

G-Invoicing Line Type

Originating ALC

G Inv / IPAC Status

Document Number

IPAC DEN (DPF)

IPAC Import Run Number

Customer ALC

Outbound Document

Type

Outbound Document Number (DPN)

Item

Accounting

G-Invoicing

Order Details

Order Number

Requester / Service Type

Order Number

Line

Schedule

Performance Details

Performance Number

Reference Performance Number

Search

Clear

G-INVOICING / IPAC STAGING RECORDS

No results

Document Number	G Inv / IPAC Indicator	IPAC DEN	IPAC Import Run Number	IPAC DEN DFL Item	G Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accrual Date	Acty Date	SHDR DO	Requester / Service Type	STAC Number	G-Invoicing Number	Order Line #	Order Schedule #	G-Invoicing Line Type	Perform Type	Perform Status	Perform Name
<div> <div>Total</div> <div>\$0.00</div> </div>																						

Results

None

Order

Go to G-Inv / IPAC Queries

Details

Custom Search Vt

15 per page

Page 1 of 1

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN**. If known, enter the **Outbound Document Type**, and **Outbound Document Number**.

Figure 39: G-Invoicing/IPAC Staging Query IPAC DRN**G-Invoicing / IPAC Staging Query**

The screenshot shows the 'G-Invoicing / IPAC Staging Query' interface. At the top, there are two tabs: 'Basic Search' (selected) and 'Advanced Search'. Below the tabs, there are two columns of search criteria. The left column includes: 'G-Inv / IPAC Indicator' (dropdown), 'Document Type' (text input with a star icon), 'Performance Type' (dropdown), 'G-Invoicing Line Type' (dropdown), and 'Originating ALC' (text input with a star icon). The right column includes: 'G-Inv / IPAC Status' (dropdown), 'Document Number' (text input), 'IPAC DRN (OFF)' (text input with value 'G0153020', highlighted by a red box), 'IPAC Import Run Number' (text input), and 'Customer ALC' (text input with a star icon). Below these fields is a 'G-Invoicing' section with a 'Order Details' box containing: 'GT&C Number' (text input with a star icon), 'Requester / Servicer Type' (dropdown), 'Order Number' (text input with a star icon), 'Line' (text input with a star icon), and 'Schedule' (text input with a star icon). To the right of the 'Order Details' box are three more fields: 'Performance Type' (dropdown), 'Performance Number' (text input), and 'Reference Number' (text input). At the bottom of the form are two buttons: 'Search' and 'Clear'.

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the Search button.

Figure 40: Search Button - Executing G-Invoicing/IPAC Staging Query**G-Invoicing / IPAC Staging Query**

This screenshot is identical to Figure 39, showing the same search criteria and layout. The only difference is that the 'Search' button at the bottom of the form is now highlighted with a red box, indicating it should be clicked to execute the query.

7. **NOTE:** the IPAC Staging record can be modified on this page. If any modifications are made, the user should then select the Save button to save their changes.

Figure 44: Save Button – G-Invoicing/IPAC Staging Detail

Pegasys / Queries / General System / G-Invoicing / IPAC Staging Query / **G-Invoicing / IPAC Staging Query Detail**

G-Invoicing / IPAC Staging Query Detail

Transaction Info Details

Originating ALC 47000016

Customer ALC 11030001

Submitter ALC 47000016

Sender DO Symbol GS127 ☆

G-Inv / IPAC Indicator IPAC ▼

Actg Date 12/30/2019 📅

Accomplished Date 01/06/2020

Accounting Period

IPAC DRN G0153020

Treas Trans ID 22820168

IPAC Interface Activity

IPAC Import Run Number A202001080002

Import Run Date 01/08/2020

Last Modified By runbatchgsipacrcon

Transaction Set ID 810 ▼

Outbound Crosswalk Date 01/06/2020

Inbound Crosswalk Date 01/08/2020

IPAC Rejection Date

IPAC Rejection Accounting Period

Security Org GS

Outbound Crosswalk Indicator C

Outbound Crosswalk Run Number 02

Inbound Crosswalk Run Number I2C

G-Invoicing Performance

G-Invoicing

Order Details

GT&C Number

Requester / Service Type

Performance Details

Performance Number

Audit

Save

4.6.7 IPAC Import Query

The IPAC Import query allows the user to view transactions downloaded from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Import Batch Process (GSIPACIMP) and preserves the information that came from Treasury.

Queries → General System → IPAC Import Query.

Figure 45: Navigation to IPAC Import Query

The screenshot displays the Pegasys web application interface. The top navigation bar includes the Pegasys logo and tabs for TRANSACTIONS, QUERIES, REFERENCE, SYSTEM ADMINISTRATION, and UTILITIES. The main content area is titled 'FORM/DOCUMENT SELECTION' and contains search criteria fields such as Subsystem, Document Type (OFP), Document Number (OFP), Amendment / Modification Number, Document Category, Accounting Period, From Date (OFP), System ID, Vendor Code (OFP), UEI, DUNS, Designated Agent - ALC, and AAC/DODAAC. A 'Search' button is located at the bottom left of the search criteria section. A dropdown menu is open, showing a list of queries. The 'General System' option is selected, and the 'IPAC Import Query' option is highlighted with a red box. Other queries listed include Transaction Journal Query, G-Invoicing, G-Invoicing / IPAC Staging Query, G-Invoicing / IPAC Reconciliation Activity Query, G-Invoicing / IPAC Completed Reconciliation Query, G-Invoicing / IPAC Outbound Query, Retired IPAC Transaction Query, Suspense Transaction Query, Withholding Query, GPRA, Planning, Project Cost Accounting, Purchasing, Vendor, Workflow, and Workload.

4.6.7.1 IPAC Import Query Search Parameters and Results

The records can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Import Run ALC, Import Run Number, Partition, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Import record.

Figure 46: IPAC Import Query Basic Search Criteria

Pegasys / Queries / General System / IPAC Import Query

IPAC Import Query

Basic Search Advanced Search

IPAC DRN (OFF) IPAC Import Run Number Originating ALC Customer ALC

Import Run ALC

No results

<input type="checkbox"/>	Import Run Date	IPAC Import Run Number	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Intra IPAC Tran	Receiver TSYM	Sender TSYM
Totals															

10 per page Page 1 of 1

Figure 47: IPAC Import Query Advanced Search Criteria

Pegasys / Queries / General System / IPAC Import Query

IPAC Import Query

Basic Search **Advanced Search**

IPAC DRN (OFF) IPAC Import Run Number Originating ALC Customer ALC

Import Run ALC

No results

<input type="checkbox"/>	Import Run Date	IPAC Import Run Number	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Intra IPAC Tran	Receiver TSYM	Sender TSYM
Totals															

10 per page Page 1 of 1

The Item Collection of the IPAC Import Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Import Run Number, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 48: IPAC Import Query Item Collection

No results

<input type="checkbox"/>	Import Run ALC	Import Run Date	IPAC Import Run Number	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Intra IPAC Tran	Receiver TSYM	Sender TSYM
Totals																

10 per page Page 1 of 1

Figure 49: IPAC Import Query Item Collection (User Altered)

No results

<input type="checkbox"/>	Import Run ALC	Import Run Date	IPAC Import Run Number	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Intra IPAC Tran	Receiver TSYM	Sender TSYM
Totals		Totals					\$0.00	\$0.00							

10 per page Page 1 of 1

4.6.7.2 IPAC Import Query Details

The IPAC Import Query Details default button launches a Modal window to view the Treasury IPAC fields that came in from the IPAC Accomplishment File. The Details dropdown button supports 2 different actions when selecting a record:

- The **Import Details** option will add additional Pegasys IPAC details in addition to the Treasury IPAC information, such as Import Run Date, Import Run ALC, and Trading Partner Initiated flag that are set by the IPAC Import batch process.
- The **Staging** preview option will launch a Modal window to view if and where this IPAC Import record has been crosswalked.

Fields sent by IPAC on the Accomplishment file include:

Table 1: IPAC Fields

IPAC Field Name	Description
Transaction ID	Unique per IPAC Document Identifier in each file received from Treasury. It is a 16 character ID assigned to each transaction.
Submitter ALC	Submitter Agency Location Code - not commonly used and will usually be set to 0 on an incoming file.
Originating ALC	Originating Agency Location Code (ALC) - to identify reporting/accounting sources uniquely. The ALC sending the payment, collection, adjustment, or zero dollar transaction.
Customer ALC	Customer Agency Location Code (ALC) - the ALC that will receive the payment, collections, adjustment or zero dollar transaction.
Contact Name	Transaction Contact Name.
Contact Email Address	Transaction Contact Email Address.
Contact Phone Number	Transaction Contact Phone Number.
Summary Amount	Summary \$ of all details.
Number of Detail Items	Total number of all detail lines.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred at Treasury.
Accounting Date	Date of the transaction in Pegasys. Normally the Accounting Date and the Accomplished date will be a few days apart.
Detail Line Number	This refers to the Accounting Line Number. If there are 10 accounting lines on one BD then these rows would be numbered 1-10. If there were 10 BD's with one accounting line each then all rows would be numbered with a 1 in this field.
Contract Number	Unique number used to identify a contract between two trading partners.

IPAC Field Name	Description
Purchase Order Number	Does not correspond to a Pegasys Field Name but will be populated. May be populated with the value 'not provided'.
CLIN	Contract Line Item Number.
Invoice Number	Identification number of the invoice sent by the biller listing the services rendered.
Requisition Number	Identifies a requisition between two trading partners. Identified by the person entering the transaction.
Quantity	The number of units to determine total price.
Unit of Issue	Units by which goods and services are measured. Common Values: <ul style="list-style-type: none"> • EA = each • DZ = dozen • BX = box • TN = ton • RO = roll
Unit Price	Price per unit of product, service, commodity, etc.
Detail Amount	Amount.
Pay Flag	Indicates whether the payment is Final or Partial. Valid Values: <ul style="list-style-type: none"> • F - Final • P - Partial
FY Obligation ID	<ul style="list-style-type: none"> • C - Current Fiscal Year obligation • P - Prior Fiscal Year obligation • Not Applicable
Receiver Treasury Account Symbol	Account Number assigned by Treasury to classify Agency Transactions.
Receiver BETC	Receiver Business Event Type Codes - field used to identify type of event that is recorded against a Treasury Acct Symbol (TAS) and to implement GWA business rules for the posting of events to the TAS.
Receiver DUNS	Receiver Data Universal Numbering System - unique identifier for individual business locations for federal vendors and federal customers.

IPAC Field Name	Description
Receiver EFT Indicator	Receiver Data Universal Numbering System+ 4 - an identifier that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.
Sender Treasury Account Symbol	The account number assigned by Treasury to classify Agency transactions.
Sender BETC	Sender Business Event Type Codes - field used to identify the type of event that is recorded against a TSYM and to implement GWA business rules for the posting of events to TAS.
Sender DUNS	Sender Data Universal Numbering System - unique identifier for individual business locations for federal vendors and federal customers.
Sender EFT Indicator	Sender Data Universal Numbering System+ 4 - an identifier that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.
Receiver Department Code	2-digit number identifying the Federal Government Department.
Accounting Classification Code	Accounting Classification Code (ACL/CD) - the code/number that identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.
ACRN	Accounting Classification Reference Number - identifies a line of accounting on a contract.
Job Project Number	Not a Pegasys Specific/Required field.
JAS Number	Combination of Job Order Number, Accounting Classification Record Number and Site - ID.
Fiscal Station Number	Subdivision of an Agency Location Code, an accounting station.
Obligating Document Number	The billing agency's internal accounting document associated with a specific bill or disbursement.
ACT Trace Number	Accounting Trace Number- user assigned identification number. Enables back end systems to match up transactions.
Description	Sufficient information to describe and support the transaction.
Miscellaneous Information	Additional miscellaneous transaction information.
Transaction Type	Will be C, P, or A based on whether the transaction being created is Collection, Payment, or Adjustment.

IPAC Field Name	Description
IPAC Document Reference Number	This is the IPAC Document Reference Number on the original Billing Documents Staging Record. The majority of the time, on an input file this will correspond the statement number of the original BD. NOTE: The IPAC Document Identifier field on a CB transaction will be newly created unique identifier for the transaction as IPAC Document Reference Numbers cannot be reused by Treasury's IPAC system.
Sender DO Symbol	Sender Disbursing Office (DO) Symbol - this is the Disbursing Office symbol of the agency initiating the transaction. For a Collection this will match the DO on the BD's Header. On an Adjustment, this may be the DO of the agency initiating the Chargeback.
DODACC	DoD Activity Address Code.
Transaction Contact	Not a Pegasys Specific/Required field.
Transaction Contact Phone	Not a Pegasys Specific/Required field.
Voucher Number	Used on Chargeback (CB) Files: Will typically match the IPAC Document Identifier field on the CB transaction. The IPAC Document Identifier field on a CB transaction will be newly created unique identifier for the transaction as IPAC Document Reference Numbers cannot be reused by Treasury's IPAC system.
Original DO Symbol	Original Disbursing Office (DO) Symbol - this is the DO symbol of the agency that initiated the original transaction. In the case of a Payment or Collection Adjustment this will be GSA's DO Symbol.
Original Accomplished Date	Used on Chargeback Files: Corresponds to the Accomplished Date on the Original Transaction (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment).
Original Accounting Date	Used on Chargeback Files: Corresponds to the Accounting Date on the Original Transaction (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment).
Original Document Reference Number	Used on Chargeback Files: Corresponds to the IPAC Document Reference Number on the Original Transaction's Article (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment). The majority of the time this will correspond to the Statement Number of the original transaction.

IPAC Field Name	Description
Original Transaction Type	Used on Chargeback Files: This will correspond to the Transaction type of the original BD or IP. Will be a C, P, or A based on whether the transaction being referenced was a Collection, Payment, or Adjustment.
Sender SGL Comment	Sender US Standard General Ledger Comment - Not a Pegasys Specific/Required field.
Receiver SGL Comment	Receiver US Standard General Ledger Comment - Not a Pegasys Specific/Required field.
SGL Number 1	United States Standard General Account Number.
SGL Sender/Receiver Flag 1	'S' = Sender SGL info and 'R' = Receiver SGL info
SGL Federal Flag 1	'F' = Federal flag or 'N' = Nonfederal flag
SGL Debit/Credit Flag 1	Credit/Debit Flag. (C or D)
SGL Amount 1 <ul style="list-style-type: none"> ***SGL fields are repeated to allow for up to 16 fields to be mapped 	Amount.

Figure 50: IPAC Import Query Detail Button

1 - 10 of 112 results

<input type="checkbox"/> Import Run Date	IPAC Import Run Number	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC
<input checked="" type="checkbox"/> 01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$305.34	47000016
<input type="checkbox"/> 01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/> 01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$675.12	47000016
<input type="checkbox"/> 01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/> 01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$579.86	47000016
<input type="checkbox"/> 01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/> 01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/> 01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$838.99	47000016
<input type="checkbox"/> 01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="checkbox"/> 01/08/2020	A202001080002	47000016	G0153020	Collection	\$24,746.19	\$4.00	47000016
<input type="button" value="Import Details"/> <input type="button" value="Staging"/>					\$2,771,573.28	\$24,746.19	
<input type="button" value="Details"/> <input type="button" value="Go to Gen Inv / IPAC Queries"/>							

4.6.7.3 Executing a Query using the IPAC Import Query

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using IPAC Import Query:

1. Navigate to Queries → General System → IPAC Import Query

The IPAC Import Query page is displayed.

Figure 51: IPAC Import Query

The screenshot shows the 'IPAC Import Query' page. At the top, there are tabs for 'Basic Search' and 'Advanced Search'. Below these, there are input fields for 'IPAC DRN (OFF)', 'IPAC Import Run Number', 'Import Run ALC', 'Originating ALC', and 'Customer ALC'. There are 'Search' and 'Clear' buttons. Below the search area, a table is displayed with the following columns: IPAC Import Run Number, Import Run Date, Import Run ALC, IPAC DRN, IPAC Transaction Type, IPAC DRN Amount, Detail Amount, Originating ALC, Customer ALC, SNDR DO, Treas Trans ID, TPI Flag, Intra IPAC Tran, Receiver TSYM, and Sender TSYM. The table shows 'No results' and a summary row with 'Totals' for each column. The 'IPAC DRN Amount' and 'Detail Amount' columns show '\$0.00'. At the bottom, there is a 'Details' dropdown, a 'Go to G-flow / IPAC Queries' link, and a pagination bar showing '10 per page' and 'Page 1 of 1'.

2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Import Run Number** If known, enter the **IPAC DRN**, and **Import Run ALC**.

Figure 52: IPAC Import Query Import Run Number

This screenshot is similar to Figure 51, but the 'IPAC Import Run Number' field is highlighted with a red box and contains the value 'A202001080002'. The other fields and the 'No results' table are the same as in Figure 51.

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button.

Figure 53: Search Button on IPAC Import Query

This screenshot is similar to Figure 52, but the 'Search' button is highlighted with a red box. The 'IPAC Import Run Number' field still contains 'A202001080002'. The other fields and the 'No results' table are the same as in Figure 52.

The results are returned in the Item Collection.

Figure 56: IPAC Import Query Detail Preview modal

DETAILS FIELDS

Transaction Information			
Originating ALC 47000016	Customer ALC 11030001	Submitter ALC 47000016	IPAC Transaction Type C
IPAC DRN G0153020	IPAC DRN Amount \$24,746.19	Treas Trans ID 22820168	FY Obligation ID
Accomplished Date 01/06/2020	Actg Date 01/31/2020	Number of Detail Items 112	Sender DO Symbol GS127
Contact Name GSA SA		Contact Phone 2025011600	
Contact E-mail gsa.ipac@gsa.gov			

Transaction Detail Information			
IPAC DRN Dtl Ln Num 62			
Receiver TSYM 01120202020 0110000	Receiver DUNS 	Sender TSYM 047 X4534001	Sender DUNS 964253686
Receiver BETC DISB	Receiver DUNS+4 	Sender BETC COLL	Sender DUNS+4
Purchase Order Number NOT_PROVIDED_BY_CUS	Invoice Number G0153020	Contracts Number FLEET	Contracts Line Item Number NA
Obligating Document Number FLT1133802019	Requisition Number 12312019	JAS Number NA	Voucher Number
ACT Trace Number 6WW004SWFQAV	Job(Project) Number NA	Pay Flag Partial	Receiver Department Code
Unit of Issue EA	Quantity 1.000000	Unit Price Amount \$305.34	Detail Amount \$305.34

4.6.8 G-Invoicing/IPAC Reconciliation Activity Query

The G-Invoicing/IPAC Reconciliation Activity Query is used to review and reconcile the IPAC Details from Treasury to Pegasys Transactions. Within the query, users are able to reconcile, un-reconcile, review and add Correspondence to the records.

Queries → General System → G-Invoicing/IPAC Reconciliation Activity Query.

Figure 57: Navigation to G-Invoicing/IPAC Reconciliation Activity Query

The screenshot shows the Pegasys web application interface. The top navigation bar includes the Pegasys logo and tabs for TRANSACTIONS, QUERIES, REFERENCE, SYSTEM ADMINISTRATION, and UTILITIES. The main content area is titled 'Pegasys / Transactions / Form/Document' and displays 'SYSTEM MESSAGES' with one result: 'Your last successful login was 03/11/2021'. Below this is the 'FORM/DOCUMENT SELECTION' section, which includes a 'Form/Document Selection' tab and a search criteria form. The search criteria form has fields for Subsystem, Document Type (OFP), Document Number (OFP), Amendment / Modification Number, Document Category, Accounting Period, From Date (OFP), System ID, Vendor, Code (OFP), UEI, and DUNS. A dropdown menu is open, showing a list of queries. The 'G-Invoicing / IPAC Reconciliation Activity Query' is highlighted with a red box. Other queries in the list include Accounts Receivable, Automated Disbursements, Budget Execution, Cost Allocation, Document, External Reports, Fixed Assets, General Ledger, General System, Transaction Journal Query, G-Invoicing, IPAC Import Query, G-Invoicing / IPAC Staging Query, G-Invoicing / IPAC Completed Reconciliation Query, G-Invoicing / IPAC Outbound Query, Retired IPAC Transaction Query, Suspense Transaction Query, Withholding Query, GPRA, Planning, Project Cost Accounting, Purchasing, Vendor, Workflow, and Workload.

4.6.8.1 G-Invoicing/IPAC Reconciliation Activity Query Search Parameters and Results

The G-Invoicing/IPAC Reconciliation Activity Query has two sides: G-Invoicing/IPAC Staging and Pegasys Transaction. The records can be queried by searching G-Invoicing/IPAC Staging records and then searching for Pegasys Transaction Lines to reconcile or compare. The query also supports Advanced Search to allow the customization of queries to search any value from the G-Invoicing/IPAC Staging record.

Figure 58: G-Invoicing/IPAC Reconciliation Activity Query Search Criteria

Pegasys / Queries / General System / G-Invoicing / IPAC Reconciliation Activity Query

G-Invoicing / IPAC Staging

Basic Search | Advanced Search

G Inv / IPAC: Status:

IPAC DRN (OFF): Customer ALC:

IPAC Trans Type: Originating ALC:

Accomplished Date: FOB:

Performance Type:

G-Invoicing

Order Details

Order Number: Line: Schedule:

Performance Details

Performance Number: Detail:

Reference Performance Number: Detail:

Search | Clear

Pegasys Transaction

Search | Transactions | Detail Billings

Basic Search | Advanced Search

Document

Type (OFF): Number (OFF): Item: Accounting:

Vendor Code: Security Org:

G-Invoicing

Order Details

Order Number: Line: Schedule:

Search | Clear

G-INVOICING / IPAC STAGING RECORDS

No results

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type

POTENTIAL MATCHING LINES

No results

Doc Type	Doc Num	Actg Ln #	Item Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	Requester / Service Type	GT&C Numl

4.6.8.2 G-Invoicing/IPAC Reconciliation Activity Query Details

The G-Invoicing/IPAC Reconciliation Activity Query is used to review and reconcile the G-Invoicing/IPAC Details from Treasury to Pegasys Transactions. The G-Invoicing / IPAC Staging side supports several Reconcile and Detail actions when selecting a record. The Pegasys Transaction side allows the search of Transaction Lines to match IPAC details from the G-Invoicing/IPAC Staging side.

G-Invoicing/IPAC Staging Reconcile actions:

- **Auto-Reconcile** - Pegasys will attempt to locate matches for the IPAC Staging Record and perform reconciliation.
- **Suggest Matches** - Pegasys will refresh the Pegasys Transaction side and locate all records that meet the matching criteria for the IPAC Staging record selected.
- **Reconcile with Selected** - Pegasys will create an IPAC Reconciliation Record for the match.
- **Reconcile without Match** - Pegasys will create an IPAC Reconciliation Record for the transaction.
- **Reclassify Selected Match** - Pegasys will determine if the IPAC Staging's Receiver Treasury Symbol/BETC is equal to the selected lines Treasury Symbol/BETC.

Figure 59: G-Invoicing/IPAC Staging Reconcile Actions**G-INVOICING / IPAC STAGING RECORDS**

1 - 10 of 112 results



<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type
<input checked="" type="checkbox"/>	IPAC	G0153020	A202001080002	106	47000016	11030001	\$394.73	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	107	47000016	11030001	\$251.88	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	110	47000016	11030001	\$4.00	Moved to Recon	Collection
Totals							\$24,746.19		

...
10 per page
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Auto-Reconcile

Suggest Matches

Reconcile with Selected

Reconcile without Match

Reclassify Selected Match

Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num

G-Invoicing/IPAC Staging Detail actions:

- The **Details** default button will show all the G-Invoicing/IPAC Staging Fields and allow modification of IPAC Detail Information.
- The **Import** option will launch a Modal window to view if and where this G-Invoicing/IPAC Staging record has been through the IPAC Import batch process.
- The **Outbound** preview option will launch a Modal window to view if and where this G-Invoicing/IPAC Staging record came from a Pegasys Transaction that GSA/USDA initiated.
- The **Staging History** option will launch a Modal window to view if and how this G-Invoicing/IPAC Staging record has been changed.
- The **Reconciliation History** preview option will launch a Modal window to view if and how this G-Invoicing/IPAC Staging record has been changed in Reconciliation.

Figure 60: G-Invoicing/IPAC Staging Details Actions**G-INVOICING / IPAC STAGING RECORDS**

1 - 10 of 112 results



<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type
<input checked="" type="checkbox"/>	IPAC	G0153020	A202001080002	106	47000016	11030001	\$394.73	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	107	47000016	11030001	\$251.88	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	110	47000016	11030001	\$4.00	Moved to	Collection
Totals							\$24,746.19		

10 per page
<< < Page 1 of 12 > >>

RECONCILIATION

1 - 1 of 1 results

- [Import](#)
- [Outbound](#)
- [History](#)
- [Reconciliation History](#)

4.6.8.3 Executing a Query using the G-Invoicing/IPAC Reconciliation Activity Query

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using G-Invoicing/IPAC Reconciliation Activity Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Reconciliation Activity Query

The G-Invoicing/IPAC Reconciliation Activity Query page is displayed.

Figure 61: G-Invoicing/IPAC Reconciliation Activity Query

Pegasys / Queries / General System / G-Invoicing / IPAC Reconciliation Activity Query

G-Invoicing / IPAC Reconciliation Activity Query

G-Invoicing / IPAC Staging

Basic Search Advanced Search

G-Inv / IPAC

IPAC DRN (OFF)

IPAC Trans Type

Accomplished Date

Status

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number

Requester / Service Type

Order Number

Line

Schedule

Performance Details

Performance Number

Detail

Reference Performance Number

Detail

Search Clear

G-INVOICING / IPAC STAGING RECORDS

No results

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	IPAC DRN Amount
<input type="checkbox"/>										

Pegasys Transaction

Search ☒ Transactions ☐ Detail Billings

Basic Search Advanced Search

Document

Type (OFF)

Number (OFF)

Item

Accounting

Vendor Code

Security Org

G-Invoicing

Order Details

GT&C Number

Requester / Service Type

Order Number

Line

Schedule

Search Clear

POTENTIAL MATCHING LINES

No results

Doc Type	Doc Num	Actg Ln #	Item Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	Requester / Service Type	GT&C Numl
<input type="checkbox"/>										

- Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN on the G-Invoicing/IPAC Staging Side**. If known, select the appropriate IPAC Status.

Figure 62: G-Invoicing/IPAC Reconciliation Activity Query IPAC Staging - IPAC DRN

G-Invoicing / IPAC Reconciliation Activity Query

G-Invoicing / IPAC Staging

Basic Search Advanced Search

G-Inv / IPAC

IPAC DRN (OFF)

IPAC Trans Type

Accomplished Date

Status

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number

Requester / Service Type

Order Number

Line

Schedule

Performance Details

Performance Number

Detail

Reference Performance Number

Detail

Search Clear

G-INVOICING / IPAC STAGING RECORDS

No results

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type
<input type="checkbox"/>								

Pegasys Transaction

Search ☒ Transactions ☐ Detail Billings

Basic Search Advanced Search

Document

Type (OFF)

Number (OFF)

Item

Accounting

Vendor Code

Security Org

G-Invoicing

Order Details

GT&C Number

Requester / Service Type

Order Number

Line

Schedule

Search Clear

POTENTIAL MATCHING LINES

No results

Doc Type	Doc Num	Actg Ln #	Item Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	Requester / Service Type	GT&C Numl
<input type="checkbox"/>										

- Select the **Search** button.

Figure 63: Search Button on G-Invoicing/IPAC Reconciliation Activity Query**G-Invoicing / IPAC Reconciliation Activity Query**

G-Invoicing / IPAC Staging

Basic Search

Advanced Search

G-Inv / IPAC

IPAC DRN (OFP)

G0153020

IPAC Trans Type

Accomplished Date

Status

Moved to G-Inv / IPAC Recon

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number

Requester / Servicer Type

Order Number

Line

Schedule

Performance Details

Performance Number

Detail

Reference Performance Number

Detail

Search

Clear

The results are returned in the G-Invoicing/IPAC Staging Item Collection.

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Figure 64: Item Collection Area on G-Invoicing/IPAC Reconciliation Activity Query

G-INVOICING / IPAC STAGING RECORDS
1 - 10 of 112 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type
<input type="checkbox"/>	IPAC	G0153020	A202001080002	106	47000016	11030001	\$394.73	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	107	47000016	11030001	\$251.88	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	110	47000016	11030001	\$4.00	Moved to	Collection
Totals							\$24,746.19		

...
 10 per page
<< < Page 1 of 12 > >>

4. Select a returned record.
5. Select the **Details** default button.

Figure 65: Details Button on G-Invoicing/IPAC Reconciliation Activity Query

G-INVOICING / IPAC STAGING RECORDS
1 - 10 of 112 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type
<input checked="" type="checkbox"/>	IPAC	G0153020	A202001080002	106	47000016	11030001	\$394.73	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	107	47000016	11030001	\$251.88	Moved to Recon	Collection
<input type="checkbox"/>	IPAC	G0153020	A202001080002	110	47000016	11030001	\$4.00	Moved to	Collection
Totals							\$24,746.19		

...
 10 per page
<< < Page 1 of 12 > >>

The G-Invoicing/IPAC Staging Details Page is displayed.

Figure 66: G-Invoicing/IPAC Staging Detail Fields

STAGING DETAILS FIELDS			
Transaction Info Details			
Sender DO Symbol	GS127	Actg Date	12/30/2019
G-Inv / IPAC Indicator	IPAC	Number of Detail Items	112
		IPAC DRN Amount	\$24,746.19
		FY Obligation ID	
IPAC Interface Activity			
Transaction Set ID	810	Confirmation Flag	True
G-Invoicing/IPAC Assignee		Payment Accounting Period	04/2020
		Security Org	GSA
G-Invoicing Performance			
G-Invoicing		Performance Details	
Order Details GT&C Number Requester / Servicer Type Order Number Line Schedule		Performance Number Detail Reference Performance Number Detail	
FOB		Performance Amount	\$394.73
Performance Type		Document Line Outstanding Amount	\$0.00
Performance Status		Original Line Remainder Amount	\$0.00
Agency Transaction ID		Prepared By Name	
G-Invoicing Line Type	Normal	Prepared By Phone	
		Prepared By Email	
		Final Performance Indicator	
Comments			

4.6.8.4 Manual Reconciliation

The G-Invoicing/IPAC Reconciliation Activity Query is used to review and reconcile the G-Invoicing/IPAC Details from Treasury to Pegasys Transactions. The G-Invoicing/IPAC Staging side supports several Reconcile and Detail actions when selecting a record. The Pegasys Transaction side allows the search of Transaction Lines to match IPAC details from the G-Invoicing/IPAC Staging side.

Steps to Manually Reconcile Using G-Invoicing/IPAC Reconciliation Activity Query using Reconcile with Selected:

1. On the G-Invoicing/IPAC Staging Side, select the **IPAC Status** “Needs Manual IPAC Recon” and enter the **IPAC DRN**.

Figure 67: G-Invoicing/IPAC Staging Side Search on G-Invoicing/IPAC Reconciliation Activity Query

G-Invoicing / IPAC Staging

Basic Search | Advanced Search

G-Inv / IPAC

IPAC DRN (OFF)

IPAC Trans Type

Accomplished Date

Status

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number Requester / Servicer Type

Order Number Line Schedule

Performance Details

Performance Number Detail

Reference Performance Number Detail

Search **Clear**

2. Select the Search button.

Figure 68: Search Button on G-Invoicing/IPAC Staging Area of the G-Invoicing/IPAC Reconciliation Activity Query

G-Invoicing / IPAC Staging

Basic Search | Advanced Search

G-Inv / IPAC

IPAC DRN (OFF)

IPAC Trans Type

Accomplished Date

Status

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number Requester / Servicer Type

Order Number Line Schedule

Performance Details

Performance Number Detail

Reference Performance Number Detail

Search **Clear**

The results are returned in the G-Invoicing/IPAC Staging Item Collection.

Figure 69: Item Collection for the G-Invoicing / IPAC Staging Area

INVOICING / IPAC STAGING RECORDS												POTENTIAL MATCHING LINES													
1 - 1 of 1 results												No results													
<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN DI Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type	G- Invoicing / IPAC Assignee	IPAC DRN Amount	Un	<input type="checkbox"/>	Doc Type	Doc Num	Actg Ln #	Item Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	Requester / Servicer Type	GT&C Number	G-Inv Num
<input checked="" type="checkbox"/>	IPAC	40500886	A302102230002	1	04000002	47000016	\$6,961.50	Needs Manual Recon	Collection		\$6,961.50														

- On the Pegasys Transaction Side, enter the Document Number and Document Type of the document you want to match this transaction to.

Figure 70: Pegasys Transaction Side - Document Field

Pegasys Transaction

Search

☒ Transactions
 ☐ Detail Billings

Basic Search

Advanced Search

Document

Type (OFP)

Number (OFP)

Item

Accounting

PC7

PC7201702130032

Vendor Code

Security Org

G-Invoicing

Order Details

GT&C Number

Requester / Servicer Type

Order Number

Line

Schedule

Search

Clear

- Select the **Search** button.

Figure 71: Search Button on Pegasys Transaction Side

Pegasys Transaction

Search ☒ Transactions ☐ Detail Billings

Basic Search Advanced Search

Document

Type (OFP) ☆ Number (OFP) ☆ Item ☆ Accounting ☆

Vendor Code ☆ ☆

Security Org ☆

G-Invoicing

Order Details

GT&C Number ☆ Requester / Servicer Type ☆

Order Number ☆ Line ☆ Schedule ☆

Search Clear

The results are returned in the Pegasys Transaction Item Collection.

Figure 72: Item Collection for the Pegasys Transaction Side

POTENTIAL MATCHING LINES

1 - 3 of 3 results

<input type="checkbox"/>	Doc Type	Doc Num	Actg Ln #	Item Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #
<input checked="" type="checkbox"/>	PC7	PC7201702130032	1				\$14.08	\$0.00	02/01/2021				
<input type="checkbox"/>	PC7	PC7201702130032	2				\$30.82	\$0.00	02/01/2021				
<input type="checkbox"/>	PC7	PC7201702130032	3				\$0.10	\$0.00	02/01/2021				

View Document

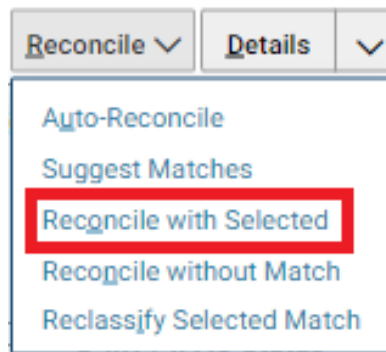
10 per page << < Page 1 of 1 >>

- Select the G-Invoicing/IPAC Staging Record on the left, and the Pegasys Document on the right.

Figure 73: G-Invoicing/IPAC Staging Record and Pegasys Document

G-INVOICING / IPAC STAGING RECORDS										POTENTIAL MATCHING LINES														
1 - 1 of 1 results										1 - 3 of 3 results														
<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Del Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type	G-I As	<input type="checkbox"/>	Doc Type	Doc Num	Actg Ln #	Item Ln #	Vendor Code	Addr Code	Outstanding Amount	Refd Am	Doc Date	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line
<input checked="" type="checkbox"/>	IPAC	4050688	A202102230002	1	04050002	47000016	\$6,961.50	Needs Manual Review	Collection		<input checked="" type="checkbox"/>	PC7	PC7201702130032	1				\$14.08	\$0.00	02/01/2021				
											<input type="checkbox"/>	PC7	PC7201702130032	2				\$30.82	\$0.00	02/01/2021				
											<input type="checkbox"/>	PC7	PC7201702130032	3				\$0.10	\$0.00	02/01/2021				

- Select the Reconcile Dropdown and select **Reconcile with Selected**.

Figure 74: Reconcile Dropdown

7. Override any Overrideable Error Messages, and select **Reconcile with Selected** again.
A Reconciliation Record appears with status **Review Required**.

Figure 75: Review Required G-Invoicing/IPAC Status

RECONCILIATION MATCHES
1 - 1 of 1 results

<input type="checkbox"/> G-Inv / IPAC Status	Doc Type	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Type	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/> Review Required	CBS	40506886	1		PC7	PC7201702130032	0000	1	\$14.08			Group By DRN	Group By Reference Lines
Totals									\$14.08				

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

8. Select the **Accept** button.

Figure 76: Reconciliation Matches - Accept Button

RECONCILIATION MATCHES
1 - 1 of 1 results

<input type="checkbox"/> G-Inv / IPAC Status	Doc Type	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Type	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/> Review Required	CBS	40506886	1		PC7	PC7201702130032	0000	1	\$14.08			Group By DRN	Group By Reference Lines
Totals									\$14.08				

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

9. Override any Overrideable Error Messages, and select **Accept** again.
The Reconciliation Record status updates to **Ready for Form Generation**.

Figure 77: Reconciliation Matches – G-Invoicing/IPAC Status

RECONCILIATION MATCHES
1 - 1 of 1 results

<input type="checkbox"/> G-Inv / IPAC Status	Doc Type	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Type	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/> Ready for Form Generation	CBS	40506886	1		PC7	PC7201702130032	0000	1	\$14.08			Group By DRN	Group By Reference Lines
Totals									\$14.08				

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

Records in a Ready For Form Generation status will be selected in the next run of the GSIPACFGEN process, which will create a Pegasys form for this transaction.

Steps to Manually Reconcile Using G-Invoicing/IPAC Reconciliation Activity Query using **Reconcile without Match**:

1. On the G-Invoicing/IPAC Staging Side, select the **IPAC Status** “Needs Manual IPAC Recon” and enter the **IPAC DRN**.

Figure 78: G-Invoicing/IPAC Staging Side Search

G-Invoicing / IPAC Reconciliation Activity Query

G-Invoicing / IPAC Staging

Basic Search

Advanced Search

G-Inv / IPAC

IPAC DRN (OFF) 060C0029

IPAC Trans Type

Accomplished Date

Status Needs Manual IPAC Recon

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number

Requester / Servicer Type

Order Number

Line

Schedule

Performance Details

Performance Number

Detail

Reference Performance Number

Detail

Search

Clear

2. Select the **Search** button.

Figure 79: Search Button for G-Invoicing/IPAC Staging - Manual Reconciliation

G-Invoicing / IPAC Reconciliation Activity Query

G-Invoicing / IPAC Staging

Basic Search

Advanced Search

G-Inv / IPAC

IPAC DRN (OFF) 060C0029

IPAC Trans Type

Accomplished Date

Status Needs Manual IPAC Recon

Customer ALC

Originating ALC

FOB

Performance Type

G-Invoicing

Order Details

GT&C Number

Requester / Servicer Type

Order Number

Line

Schedule

Performance Details

Performance Number

Detail

Reference Performance Number

Detail

Search

Clear

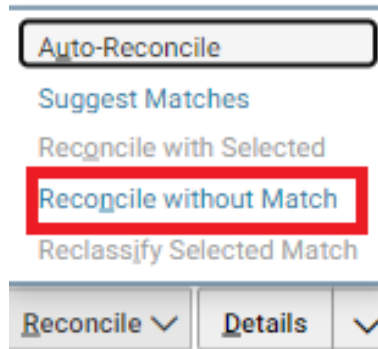
The results are returned in the G-Invoicing/IPAC Staging Item Collection.

Figure 80: Item Collection for G-Invoicing/IPAC Staging - Manual Reconciliation

G-INVOICING / IPAC STAGING RECORDS
1 - 1 of 1 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	Originating ALC	Customer ALC	Detail Amount	G-Inv / IPAC Status	IPAC Transaction Type	G- Invoicing / IPAC Assignee	IPAC DRN Amount	Un
<input checked="" type="checkbox"/>	IPAC	060C0029	A202103040008	1	20180314	47000016	\$1,804.11	Needs Manual Recon	Payment		\$1,804.11	
Totals							\$1,804.11				\$1,804.11	

3. Select the Reconcile Dropdown and select **Reconcile without Match**.

Figure 81: Reconcile Dropdown - Reconciliation Without Match

4. Override any Overrideable Error Messages, and select **Reconcile without Match** again.
A Reconciliation Record appears with status **Review Required**.

Figure 82: Reconciliation Without Match - Review Required G-Invoicing/IPAC Status

RECONCILIATION MATCHES
1 - 1 of 1 results

<input type="checkbox"/>	G-Inv / IPAC Status	Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/>	Review Required	IRS	060C0029	1						\$1,804.11	02	False	Group By DRN	Group By Reference Lines
Totals										\$1,804.11				

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

5. Select the **Accept** button.

Figure 83: Reconciliation Without Match – Accept Button

RECONCILIATION MATCHES
1 - 1 of 1 results

<input type="checkbox"/>	G-Inv / IPAC Status	Doc Typ	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtc Doc Typ	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/>	Review Required	IRS	060C0029	1						\$1,804.11	02	False	Group By DRN	Group By Reference Lines
Totals										\$1,804.11				

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

6. Override any Overrideable Error Messages, and select **Accept** again.

The Reconciliation Record status updates to **Ready for Form Generation**.

Figure 84: Reconciliation Record

RECONCILIATION MATCHES
1 - 1 of 1 results

<input type="checkbox"/> G-Inw / IPAC Status	Doc Type	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Mtch Doc Type	Mtch Doc Num	Mtch Item Ln #	Mtch Actg Ln #	Recon Amt	Pegasys Transaction Type	Re-class Flag	Doc Level Sum	Line Level Sum
<input checked="" type="checkbox"/> Ready for Form Generation	IRB	060C029	1						\$1,804.11	02	False	Group By DRN	Group By Reference Lines
Totals									\$1,804.11				

Accept Unreconcile Details Save Update Status

10 per page Page 1 of 1

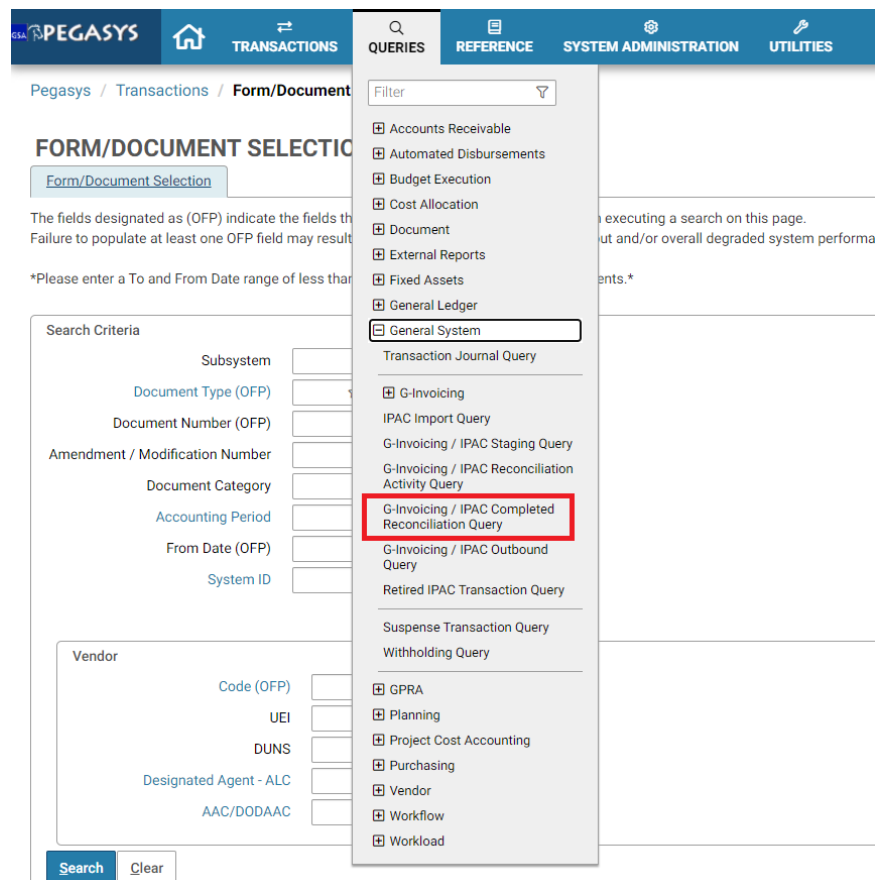
Records in a Ready For Form Generation status will be selected in the next run of the GSIACFGEN process, which will create a Pegasys form for this transaction.

4.6.9 G-Invoicing/IPAC Completed Reconciliation Query

The G-Invoicing/IPAC Completed Reconciliation Query enables users to review G-Invoicing/IPAC Reconciliation Records before and after they are tracked on Pegasys Transactions. From within the query, agencies are able to Accept, un-reconcile, edit data, review, and add Correspondence to the records.

Queries → General System → G-Invoicing/IPAC Completed Reconciliation Query.

Figure 85: Navigation to G-Invoicing/IPAC Completed Reconciliation Query



4.6.9.1 G-Invoicing/IPAC Completed Reconciliation Query Search Parameters and Results

The records can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Document Type, Document Number, Import Run Number, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the G-Invoicing/IPAC Staging record.

Figure 86: G-Invoicing/IPAC Completed Reconciliation Query Basic Search Criteria

Figure 87: G-Invoicing/IPAC Completed Reconciliation Query Advanced Search Criteria

4.6.9.2 G-Invoicing/IPAC Completed Reconciliation Query Details

The G-Invoicing/IPAC Completed Reconciliation Query enables users to review G-Invoicing/IPAC Reconciliation Records before and after they are tracked on Pegasys

Transactions. From within the query, agencies are able to Accept, un-reconcile, edit data, review, and add Correspondence to the records.

- **Accept** - Select to update any G-Invoicing/IPAC Reconciliation Records from “Review Required” to “Ready for Form Generation” (or “IPAC Reconciliation Confirmed for IPAC Payment Confirmations”).
- **Unreconcile** - Select to delete the G-Invoicing/IPAC Reconciliation Record.
- **Details View Generated Document** - Select to view the Pegasys Transaction created for the G-Invoicing/IPAC Reconciliation Record.
- **Details View Matched Document** - Select to view the Pegasys Transaction associated to the G-Invoicing/IPAC Reconciliation Record.
- **Details Compare** - Select to open a modal to compare the Staging Record and Transaction Line to see what fields matched for the G-Invoicing/IPAC Reconciliation record.
- **Details History** - Select to launch a Modal window to view if and how this G-Invoicing/IPAC Reconciliation record has been changed.

Figure 88: G-invoicing/IPAC Completed Reconciliation Query Actions

G-INVOICING / IPAC RECONCILIATION RECORDS
1 - 10 of 112 results

<input type="checkbox"/> G-Inv / IPAC	G-Inv / IPAC Status	Doc Level Sum	Line Level Sum	Correspond	IPAC Import Run Number	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Type	Doc Num	Accounting Line Number	Item Line Number	Mtc Doc Type	Mtch Doc Num	Mtch Actg Ln #	Mtch Item Ln #	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC
<input checked="" type="checkbox"/> IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	69	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$838.99	47000016	11030001
<input type="checkbox"/> IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	64	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$675.12	47000016	11030001
<input type="checkbox"/> IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	38	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$1,226.68	47000016	11030001
<input type="checkbox"/> IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	40	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$453.55	47000016	11030001
<input type="checkbox"/> IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	49	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$338.68	47000016	11030001
<input type="checkbox"/> IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	44	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$355.85	47000016	11030001
<input type="checkbox"/> IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	46	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$601.12	47000016	11030001
<input type="checkbox"/> IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	43	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$498.33	47000016	11030001
<input type="checkbox"/> IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	55	IR6	IR6202001080	4	0000	FDI	FDIG0153020-002	2	0000		\$24.64	47000016	11030001
<input type="checkbox"/> IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	76	IR6	IR6202001080	4	0000	FDI	FDIG0153020-002	2	0000		\$36.76	47000016	11030001
Totals																	\$24,746.19		

10 per page << Page 1 of 12 >>

4.6.9.3 Executing a Query using the G-Invoicing/IPAC Completed Reconciliation Query

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using G-Invoicing/IPAC Reconciliation Activity Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Completed Reconciliation Query.

The G-Invoicing/IPAC Completed Reconciliation Query page is displayed.

Figure 89: G-Invoicing/IPAC Completed Reconciliation Query

Pegasys / Queries / General System / G-Invoicing / IPAC Completed Reconciliation Query

G-Invoicing / IPAC Completed Reconciliation Query

Basic Search | Advanced Search

G-Inv / IPAC Indicator G-Inv / IPAC Status

Performance Type IPAC DRN (OFF)

G-Invoicing Line Type IPAC Import Run Number

Originating ALC Customer ALC

Generated Document
Document Type (OFF) Document Number (OFF) Item Accounting

G-Invoicing

Order Details
GT&C Number Requester / Servicer Type

Order Number Line Schedule

Performance Details
Performance Number Detail

Reference Performance Number Detail

Search Clear

G-INVOICING / IPAC RECONCILIATION RECORDS

No results

G-Inv / IPAC	G-Inv / IPAC Status	Doc Level Sum	Line Level Sum	Correspond	IPAC Import Run Number	IPAC DRN	IPAC DRN Dtl Ln Num	Doc Num	Accounting Line Number	Item Line Number	Mtc Doc Type	Mtc Doc Num	Mtch Actg Ln #	Mtch Item Ln #	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	Recc An	
																\$0.00						

Accept Unreconcile Save Details Go to G-Inv / IPAC Queries Update Status

10 per page Page 1 of 1

- Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN**. If known, enter the **Document Type**, **Document Number**, or **Import Run Number**.

Figure 90: G-Invoicing/IPAC Completed Reconciliation Query - IPAC DRN**G-Invoicing / IPAC Completed Reconciliation Query**

Basic Search | Advanced Search

G-Inv / IPAC Indicator

Performance Type

G-Invoicing Line Type

Originating ALC

G-Inv / IPAC Status

IPAC DRN (OFF) G0153020

IPAC Import Run Number

Customer ALC

G-Invoicing

Order Details
GT&C Number Requester / Servicer Type

Order Number Line Schedule

Performar
Performar
Reference

Search Clear

- Select the **Search** button.

Figure 91: Search Button – G-Invoicing/IPAC Completed Reconciliation Query**G-Invoicing / IPAC Completed Reconciliation Query**

Basic Search | **Advanced Search**

G-Inv / IPAC Indicator G-Inv / IPAC Status

Performance Type IPAC DRN (OFF)

G-Invoicing Line Type IPAC Import Run Number

Originating ALC Customer ALC

G-Invoicing

Order Details

GT&C Number Requester / Servicer Type

Order Number Line Schedule

Search **Clear**

The results are returned in the Item Collection.

Figure 92: Item Collection – G-Invoicing/IPAC Completed Reconciliation Query

G-INVOICING / IPAC RECONCILIATION RECORDS
1 - 10 of 112 results

<input type="checkbox"/>	G-Inv / IPAC	G-Inv / IPAC Status	Doc Level Sum	Line Level Sum	Correspond	IPAC Import Run Number	IPAC DRN	Doc Typ	Doc Num	Accounting Line Number	Item Line Number	Mtc Doc Typ	Mtc Doc Num	Mtc Actg Ln #	Mtc Item Ln #	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC
<input checked="" type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	69	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000	\$838.99	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	64	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000	\$675.12	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	38	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000	\$1,226.68	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	40	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000	\$453.55	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	49	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000	\$338.68	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	44	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000	\$355.85	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	46	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000	\$601.12	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	43	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000	\$498.33	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	55	IR6	IR6202001080	4	0000	FDI	FDIG0153020-002	2	0000	\$24.64	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	76	IR6	IR6202001080	4	0000	FDI	FDIG0153020-002	2	0000	\$36.76	47000016	11030001
Totals																	\$24,746.19		

Accept Unreconcile Save Details Go to G-Inv / IPAC Queries Update Status ... 10 per page << Page 1 of 12 >>

- Select a returned record.
- Select the **Details** default button.

Figure 93: Details Button – G-Invoicing/IPAC Completed Reconciliation Query

G-INVOICING / IPAC RECONCILIATION RECORDS
1 - 10 of 112 results

<input type="checkbox"/>	G-Inv / IPAC	G-Inv / IPAC Status	Doc Level Sum	Line Level Sum	Correspond	IPAC Import Run Number	IPAC DRN	IPAC DRN Dt Ln Num	Doc Typ	Doc Num	Accounting Line Number	Item Line Number	Mtc Doc Typ	Mtch Doc Num	Mtch Actg Ln #	Mtch Item Ln #	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC
<input checked="" type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	69	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$838.99	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	64	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$675.12	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	38	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$1,226.68	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	40	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$453.55	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	49	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$338.68	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	44	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$355.85	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	46	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$601.12	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	43	IR6	IR6202001080	3	0000	FDI	FDIG0153020-002	1	0000		\$498.33	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	55	IR6	IR6202001080	4	0000	FDI	FDIG0153020-002	2	0000		\$24.64	47000016	11030001
<input type="checkbox"/>	IPAC	Reconciliation Confirmed	Group By DRN	Group By Reference Lines		A2020010800	G0153020	76	IR6	IR6202001080	4	0000	FDI	FDIG0153020-002	2	0000		\$36.76	47000016	11030001
Totals																		\$24,746.19		

Accept Unreconcile Save **Details** Go to G-Inv / IPAC Queries Update Status

10 per page Page 1 of 12

The G-Invoicing/IPAC Completed Reconciliation Query Detail Page is displayed.

Figure 94: G-Invoicing/IPAC Completed Reconciliation Query Detail

Pegasys / Queries / General System / G-Invoicing / IPAC Completed Reconciliation Query / G-Invoicing / IPAC Completed Reconciliation Query Detail

G-Invoicing / IPAC Completed Reconciliation Query Detail

Transaction Info Details

Originating ALC	47000016	Actg Date	12/31/2019	IPAC DRN Amount	\$0.00
Customer ALC	11030001	Accomplished Date	01/06/2020	Number of Detail Items	112
Submitter ALC	47000016	Accounting Period		FY Obligation ID	
Sender DO Symbol	GS127	IPAC DRN	G0153020	IPAC Transaction Type	Collection
G-Inv / IPAC Indicator	IPAC				

IPAC Interface Activity

IPAC Import Run Number	A202001080002	Security Org	GSA	G-Invoicing/IPAC Assignee	
Confirmation Flag	True	TPI Flag	F	Payment Accounting Period	04/2020
Last Modified By	runbatchgspacgen	Intra IPAC Tran	False	Detail Billing Record Identifier	FLT122320190204309

G-Invoicing Performance

G-Invoicing			Performance Details	
Order Details			Performance Number	Detail
GT&C Number	Requester / Servicer Type			
Order Number	Line	Schedule	Reference Performance Number	Detail

Audit Save Correspondence

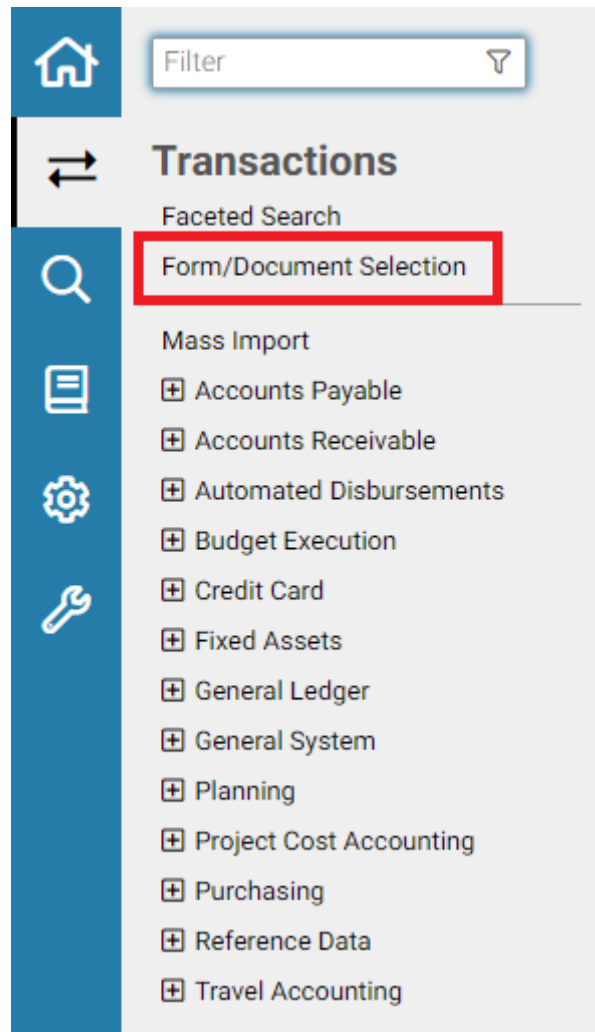
4.6.10 Form/Document Selection Query

- The Form/Document Selection query allows the user to search for any form or document and then select an action to perform on that form or document. Form/Document Selection provides the ability to view the status of transactions, for all document categories, in any document status. For example, Form/Document Selection shows results for “Processed”

documents, “Held” or “Rejected” forms, as well as workflow approval statuses such as “Pending Approval”.

- Form/Document Selection will allow users to query and retrieve documents for viewing, as well as perform actions upon transactions such as correcting, amending, cancelling and adding attachments (attachments can be added from Form/Document Selection without correcting/amending the form or document). The navigation for Form/Document Selection is therefore located under the “Transactions” menu rather than Queries.

Figure 95: Navigate to Form/Document Selection



4.6.10.1 Search Parameters and Results

Forms and Documents can be retrieved using Form Document Selection’s many search criteria. The search can be at the document category level or at a lower level such as accounting dimension. If known, any module, document type and/or document number may be entered to narrow the search.

Figure 96: Form/Document Selection

Pegasys / Transactions / Form/Document Selection

FORM/DOCUMENT SELECTION

The fields designated as (OFF) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFF field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem

Document Type (OFF)

Document Number (OFF)

Amendment / Modification Number

Document Category

Accounting Period To

From Date (OFF) To

System ID

Document Status (OFF)

☒ Processed ☒ Rejected

☒ Canceled ☐ Archived

☒ Scheduled ☒ Pending Approval

☒ Held

User ID

Security Org

Title/ Contract Number (OFF)

Vendor

Code (OFF)

UEI

DUNS

Designated Agent - ALC

AAC/DODAAC

TIN (SSN/EIN)

EFT Indicator

Customer Account

Search

Figure 97: Form/Document Select - View Button

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
GDI	GDI0007332-0001				04/02/2018	Processed	runbatcharbillgen

10 per page << Page 1 of 1 >>

- To search for form or document information, enter applicable search criteria and Select the Search button.
- To view/correct/amend a document, select the radio button next to the document in the item collection and Select the appropriate action button.

4.6.10.2 Executing a Query Using Form Document Selection

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query using Form Document Selection:

- Navigate to Transactions → Form Document Selection.

The Form Document Selection page is displayed.

Figure 98: Form Document Selection

Pegasys / Transactions / **Form/Document Selection**

FORM/DOCUMENT SELECTION

[Form/Document Selection](#)

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFP field may result in a search that causes a system timeout and/or overall degraded system performance for all users.

Please enter a To and From Date range of less than one month when searching for documents.

Search Criteria

Subsystem

Document Type (OFP)

Document Number (OFP)

Amendment / Modification Number

Document Category

Accounting Period To

From Date (OFP) To

System ID

Document Status (OFP)

☒ Processed

☒ Canceled

☒ Scheduled

☒ Held

User ID

Security Org

Title/ Contract Number (OFP)

Vendor

Code (OFP)

UEI

DUNS

Designated Agent - ALC

AAC/DODAAC

TIN (SSN/EIN)

EFT Indicator

Customer Account

Search **Clear**

2. Enter the desired and appropriate **Search Criteria**.

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button.

Figure 99: Search Button

Vendor

Code (OFP)

UEI

DUNS

Designated Agent - ALC

AAC/DODAAC

TIN (SSN/EIN)

EFT Indicator

Customer Account

Search **Clear**

The results are returned in the Item Collection.

Figure 100: Item Collection Results

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
GDI	GDI0007332-0001				04/02/2018	Processed	nunbatcharbilgen

[Correct](#) [Cancel](#) [Delete](#) [View](#) [Reference Query](#) [Append/Modify](#) ...

10 per page << < Page 1 of 1 > >>

Steps to Execute a Query using Form Document Selection:

1. Select a detail record.
2. Select an action for the document, View, Correct, Delete, Amend, Cancel, or select to view the Reference Query or GL Detail information for the document.

Figure 101: Actions for Documents in Form Document Selection

The screenshot shows a table with the following columns: Document Type, Document Number, and Amendment / Modification Number. The first row contains the values: GDI, GDIM0007332-0001, and (blank). Below the table is a row of buttons: Correct, Cancel, Delete, View, Reference Query, and Amend/Modify. A dropdown menu is open over the 'View' button, showing options: Route, Ad-hoc, Review Form, GL Detail, and Release.

3. To view the document, Select the **View** button.

Figure 102: View Button

The screenshot shows the same table as Figure 101. The 'View' button is highlighted with a red box. The table has columns: Document Type, Document Number, Amendment / Modification Number, Temporary Amendment Number, Title, Document Date, Document Status, and User ID. The first row contains: GDI, GDIM0007332-0001, (blank), (blank), (blank), 04/02/2018, Processed, and runbatcharbillgen.

4. The form/document will be opened in a new window in the applicable action mode, i.e., View mode, Correct mode or Amend mode.

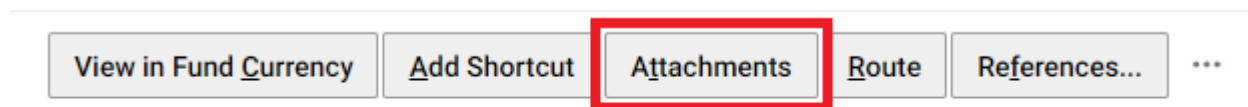
Figure 103: View Mode

The screenshot shows a 'View Mode' form. At the top, there is a 'Header' section with tabs: Header, Accounting Lines, Office Addresses, Approval Routing, Memos, and Summary. Below this is a 'General' section with various fields: Document Type (GDI), Status (PROCESSED), Document Number (GDIM0007332-0001), Statement Number (M0007332), Title, Billed By, Post Code, Number of Lines (36), Closed Lines (36), Agency UEI, Agency DUNS Number, Agency EFT Indicator, Bill Generated Flag (checked), Bill Generated Date (04/02/2018), Created by (runbatchsumr), and Last Modified by (runbatcharbillgen). On the right side, there are fields for Orig Document Date (03/28/2018), Last Document Date (04/02/2018), Accounting Period (07/2018), Reporting Accounting Period (07/2018), Last Batch Number, Document Classification, Security Org (GSA), Last Modification Number (0), and Business Line (SUPPLY). There is also a 'View Case History' button.

NOTE: Attachments can be added to documents from View mode. **NOTE:** Users should add attachments to the Statement in order to maintain consistency with VCSS (rather than adding attachments to the Billing Document (BD)). See **BAAR User Guide 5 of 10, Section 4.9.3** for further information on how to add attachments.

5. To add an attachment, Select the **Attachments** button.

Figure 104: Attachments Button

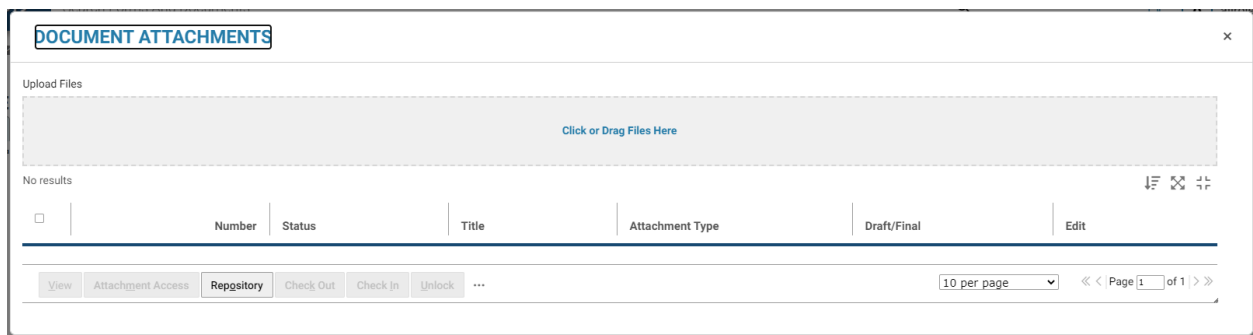


NOTE: the user must have permission to add attachments.

6. The Document Attachments page is displayed.

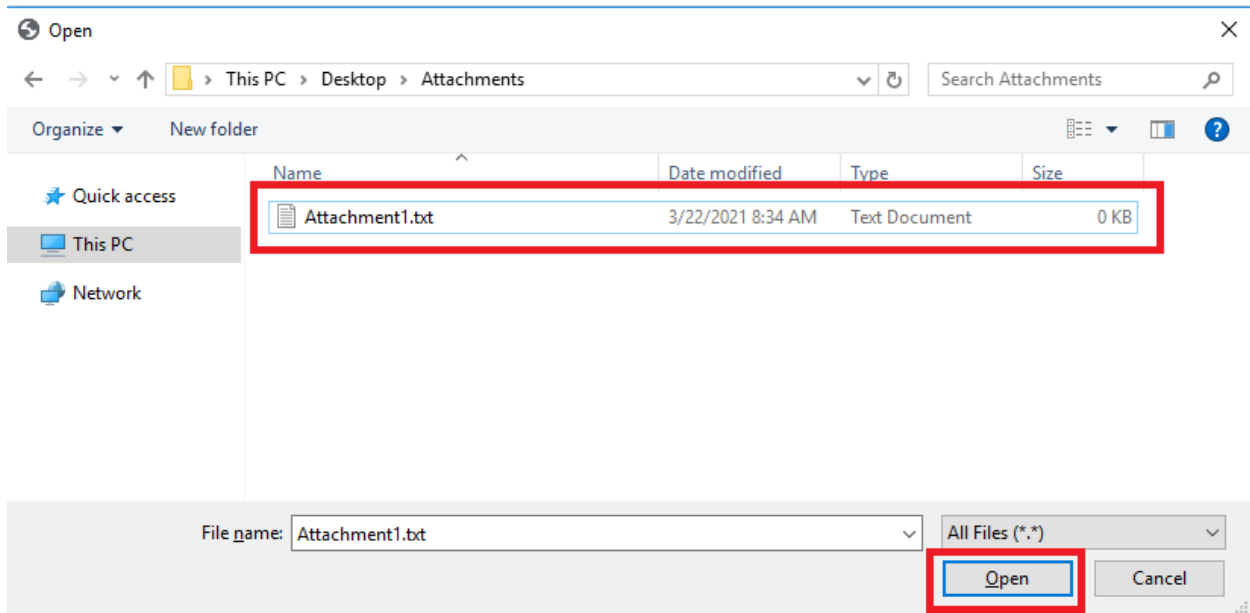
NOTE: For more information on managing attachments, please refer to the Pegasys User Guide.

Figure 105: Document Attachments page



7. **REQUIRED** for Attachments: To upload a file as an attachment, Select **Click or Drag Files Here** OR drag files from the appropriate local drive into the attachment modal screen.
8. Select the file from the appropriate local drive and Select **Open**.

Figure 106: Open File



9. Once the file name is populated, check the appropriate flags for the attachment.

Figure 107: Document Attachment Details

DOCUMENT ATTACHMENTS

Number <input type="text" value="1"/> Title <input type="text" value="Attachment1.txt"/> Number of Pages <input type="text"/> Attachment Date <input type="text" value="03/22/2021"/> Attachment Type <input type="text"/> Draft/Final <input type="text"/> File Name <input type="text" value="Attachment1.txt"/> Type <input type="text" value="txt"/>	<input type="checkbox"/> Attachment <input type="checkbox"/> Transmit to External Application <input type="checkbox"/> Attachment Editable Flag	<input type="checkbox"/> Sensitive <input type="checkbox"/> Explicit Access <input type="checkbox"/> Export Controlled <input type="checkbox"/> Is CD Available <input type="checkbox"/> Billing Statement <input type="checkbox"/> Signed
---	---	---

Description

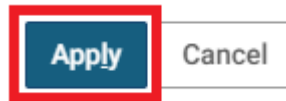
Figure 108: Attachment Flags

- | | |
|---|--|
| <input type="checkbox"/> Attachment | <input type="checkbox"/> Sensitive |
| <input type="checkbox"/> Transmit to External Application | <input type="checkbox"/> Explicit Access |
| <input type="checkbox"/> Attachment Editable Flag | <input type="checkbox"/> Export Controlled |
| | <input type="checkbox"/> Is CD Available |
| | <input type="checkbox"/> Billing Statement |
| | <input type="checkbox"/> Signed |

NOTE: To enable the attachment as viewable from VCSS, set the “Attachment” flag to true (checked), set the Transmit to External Application flag to true (checked). If “Attachment” is not selected, the file will be considered internal GSA “supporting documentation”. Supporting documentation does not copy forward or transmit externally.

10. Select the **Apply** button to add the attachment.

Figure 109: Apply Button for Attaching Files



11. To add an attachment from the attachment repository, select the Repository button.

Figure 110: Repository Button



NOTE: The Document Repository is a collection of Attachment Templates that may be used by the collective group and be added to forms. Once an Attachment Template has been added to a form, the user may edit the attachment within the form and the edits will not appear within the original Attachment Template. However, if the user edits the Attachment Template within the Document Repository, the original attachment will be updated accordingly without those changes affecting the copies on forms.

12. Search for the attachment in the repository.

NOTE: as in other search screens, users should not execute a “blind query”. Users should enter the minimum search criteria such as the name of the attachment for which they are looking flanked by asterisks, e.g., *attachment*.

Figure 111: Search Criteria

Search Criteria

Name	<input type="text"/>
Checked Out	<input type="text" value="False"/> ▼
Version	<input type="text"/>
Location	<input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Clear"/>

13. Select a file to attach and choose **Select**.

Figure 112: File Selection**DOCUMENT TEMPLATE SELECTION**

Search Criteria

Name

Checked Out

Version

Location

1 - 4 of 4 results

Name	Version	Sensitive	Location
<input checked="" type="radio"/> test8JR.txt		False	Repository
<input type="radio"/> test8JR_prodRepo.txt		False	Repository
<input type="radio"/> testFile20201030.txt		False	Repository
<input type="radio"/> testFile20201229.txt		False	Repository

10 per page << < Page 1 of 1 > >>

4.6.10.3 Faceted Search

In addition to searching through Form/Document Selection, the system provides a faceted search feature with a preview capability from search results. A facet is a filter or attribute that narrows search results. The faceted search focuses on providing additional search criteria from what is available on the Form/Document Selection page. It supports search for a document via a single text box (Basic Search), and narrows results using facets or, also known as filters (Advanced Search).

Figure 113: How to Access Faceted Search

Filter

Transactions

Faceted Search

Form/Document Selection

Mass Import

Accounts Payable

Accounts Receivable

Automated Disbursements

Product Properties

PEGASYS Search Forms And Documents

Pegasys / Transactions / Form and Document Selection

FORM AND DOCUMENT SELECTION

Form and Document Selection

Basic Search Advanced Search

4.6.10.3.1 Basic Search

Basic Search provides a single field that will search across multiple criteria. The Basic Search can be found at the top of any screen in the system or from within the Faceted Search screen when navigating to Transactions → Faceted Search.

Figure 114: Basic Search - Header Search Box



Figure 115: Basic Search - Transactions - Faceted Search

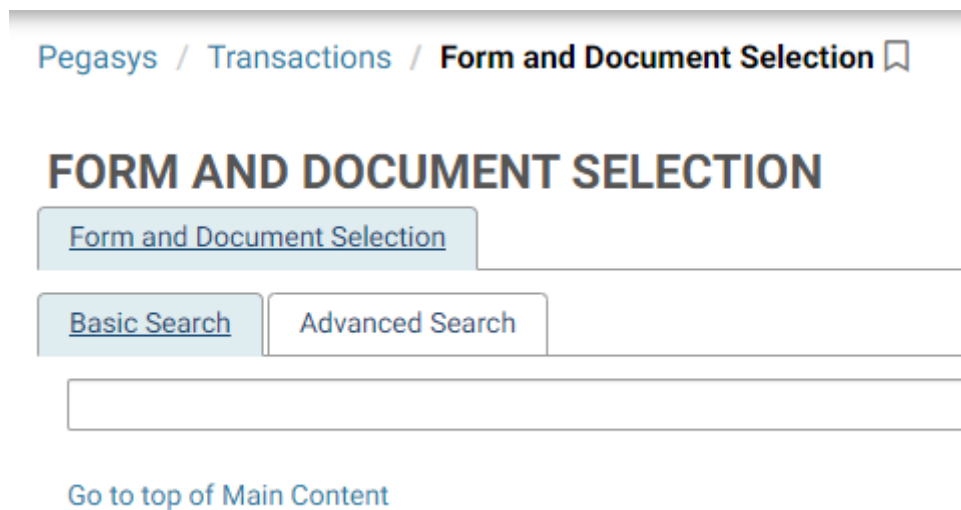
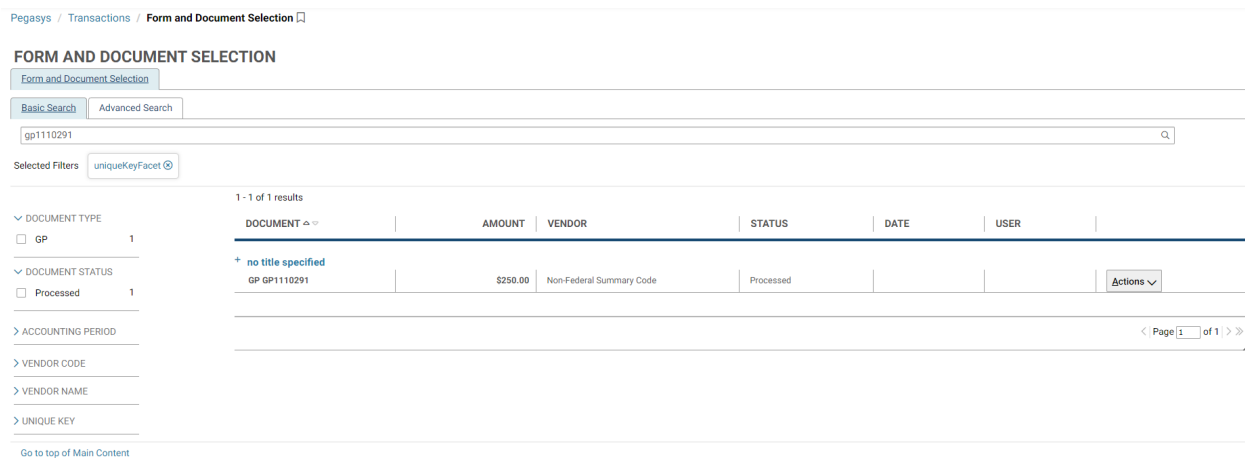


Figure 116: Basic Search - Search Results



4.6.10.3.2 Advanced Search

With the Advanced Search functionality, users can narrow their search results through the Advanced Search facets (filters). For example, users can search for a Document Status that is “Processed” and a Document Type that is equal to a “RE7”. Users are able to select from various facets criteria through a dropdown menu. Multiple facets can be included in a search; additional filters to narrow search results further can be added by selecting the Actions → New Filter button.

Figure 117: Utilizing Faceted Search

The screenshot shows the 'FORM AND DOCUMENT SELECTION' page. At the top, there's a breadcrumb trail: 'Pegasys / Transactions / Form and Document Selection'. Below this is the title 'FORM AND DOCUMENT SELECTION'. There are two tabs: 'Form and Document Selection' (active) and 'Basic Search'. Under the 'Advanced Search' tab, there's a 'Select preconfigured search' dropdown and a gear icon. Below that is a 'New Query' input field and an 'Actions' dropdown menu. The 'Actions' menu is open, showing 'New Filter' and 'New Group' options. Below the 'New Query' field is a text prompt 'Tell us what the query does.' and a 'Select field name' dropdown. To the right of the 'Select field name' dropdown is a 'New Filter' button. Below the 'Select field name' dropdown is an 'Enter a Value' input field and a gear icon. At the bottom left are 'Search' and 'Save Query' buttons. At the bottom right is a link 'Go to top of Main Content'.

Figure 118: Faceted Search Facets and Filter Criteria

The screenshot shows the 'Faceted Search Facets and Filter Criteria' page. At the top, there's a 'New Query' input field and an 'Actions' dropdown menu. Below the 'New Query' field is a text prompt 'Tell us what the query does.' and two radio buttons: 'Match All' (selected) and 'Match Any'. Below the radio buttons are three facets: 'Document Status' with a value of 'Processed', 'Document Type' with a value of 'GP', and 'Document Number' with a value of 'GP1110291'. Each facet has a dropdown arrow and a gear icon. Below the facets are 'Search' and 'Save Query' buttons. At the bottom right is a link 'Go to top of Main Content'. A dropdown menu is open, showing filter criteria: 'equal to', 'less than', 'less than or equal to', 'greater than', 'greater than or equal to', 'like', 'not equal to', 'in', 'is not null', and 'is null'.

Figure 119: Advanced Search - Search Results

The screenshot shows the 'Advanced Search' tab selected. Below it, there's a 'Select preconfigured search' dropdown and a 'New Query' button. A prompt 'Tell us what the query does.' is followed by radio buttons for 'Match All' (selected) and 'Match Any'. Three search criteria are listed: 'Document Status' set to 'Processed', 'Document Type' set to 'GP', and 'Document Number' set to 'GP1110291'. The criteria are connected by 'AND' logic. 'Search' and 'Save Query' buttons are present. Below the search criteria, 'Selected Filters' shows 'uniqueKeyFacet'. The results section shows '1 - 1 of 1 results' and a table with columns: DOCUMENT, AMOUNT, VENDOR, STATUS, DATE, and USER. The table contains one row for 'GP GP1110291' with an amount of '\$250.00' and status 'Processed'. A 'no title specified' message is also visible. A pagination bar at the bottom shows 'Page 1 of 1'.

4.6.10.3.2.1.1 Multiple Facets - All vs. Any

When multiple facets are added, the user can select if the search results will return only exact matches from all of the filters, or if the results should return records that meet the criteria of any single filter. This is accomplished through the “Match All” or “Match Any” radio buttons. For example, if a user has two filters where the Document Type is equal to “RE7” and Document Number is equal to “RE72018020700007”, selecting Matching All will return results when only both Document Type and Number criteria are met. Selecting Match Any would return results if either Document Type or Number criteria was met for any RE7 Document Types or any Document Number RE72018020700007.

Figure 120: Match All and Match Any Filter Criteria

The screenshot shows the 'Tell us what the query does.' section. It features radio buttons for 'Match All' (selected) and 'Match Any'. Below are two identical filter criteria rows. Each row consists of a 'Select field name' dropdown, an equals sign, another dropdown, an 'Enter a Value' text box, and a gear icon followed by the word 'AND'. At the bottom, there are 'Search' and 'Save Query' buttons.

4.6.10.3.2.1.2 Grouping Facets

To organize filters, users may also create “Groups” within the Advanced Search. If the user chooses to Save the query to be utilized in the future, the Group functionality will allow them to locate and modify filters with greater ease. The Match All/Any functionality may also be used with Grouped facets, providing greater flexibility to searches. For example, when multiple facets or facet Groups exist, the user can determine if results should return only records meeting the criteria of all Groups, or if it should return results from the criteria of any Group.

Figure 121: Match All and Match Any Filter Criteria - Grouping Facets

The screenshot shows a search interface with two groups of filter criteria. Group 1 is labeled 'Group 1' and has an 'Actions' button. It contains two criteria, each with a 'Select field name' dropdown, an equals sign, and an 'Enter a Value' input field. The 'Match All' radio button is selected for the first criterion. Group 2 is labeled 'Group 2' and has an 'Actions' button. It contains one criterion with a 'Select field name' dropdown, an equals sign, and an 'Enter a Value' input field. The 'AND' operator is shown between the two groups.

4.6.10.3.2.1.3 Saving Advanced Search Queries

Once an Advanced Search is created, it may be saved for future use. This allows users to execute their desired searches quickly and easily. This is accomplished through the Save button. To access saved queries, when the user navigates to the Advanced Search screen, saved queries will appear in the “Select preconfigured search” dropdown.

Figure 122: Saving/Accessing Saved Queries

The screenshot shows a search interface with a dropdown menu for 'Select preconfigured search'. A blue button with a gear icon is next to the dropdown. Below the dropdown, a blue button labeled 'Choose a Saved Query' is visible. The text 'Tell us what the query does.' is partially visible below the button.

4.6.11 GL Account Detail Query

The GL Account Detail query is used as an alternate way of viewing information contained in the Pegasys General ledger. The GL Account Detail Query serves as a useful tool when reviewing the postings associated with a particular transaction because it provides debit/credit posting information for each document action taken. For example, querying a Billing Document that has had a collection applied to it would show the following sets of postings corresponding to the various document actions taken:

- Document Processing - shows the posting of the original Unbilled Debits/Credits.
- Billing (Document Correction)- shows:
- The reversal of the Unbilled Debits/Credits, and

- The posting of the Billed Debits/Credits.
- **NOTE:** This is only true if the correction is changing the billing status from unbilled to billed.
- Collection Processing - shows the liquidation of the Billed Debits/Credits.

The GL Account Detail Query provides over 40 pieces of data to narrow the query results to only those records the user wants to view. In addition, the query differs from the General Ledger Balance by Fund query in that it groups its records in a different manner. The results of the query are displayed in a tabular format where each posting (a single debit or credit) recorded for each document line is displayed.

Queries → General Ledger → GL Detail Query.

4.6.11.1 Search Parameters and Results

The GL Account Detail Query provides fields to specify selection criteria for various pieces of data from the General journal, Memo journal, or both. Transactions that meet the search criteria specified are listed.

Figure 123: GL Account Detail Query Search Criteria

Pegasys / Queries / General Ledger / GL Account Detail Query

GL Account Detail Query

Basic Search

Advanced Search

Fiscal Month

>

Fiscal Year

>

GL Account

☆

GL Acctg Entry

☆

Document Type

☆

Doc Num

☆

Acctg Line #

☆

Item Line #

☆

☆

☆

BBFY

>

EBFY

>

Fund

☆

Search Journal

General

▼

Search

Clear

Figure 124: Item Collection on GL Account Detail Query

Pegasys / Queries / General Ledger / GL Account Detail Query

GL Account Detail Query

Basic Search | Advanced Search

Fiscal Month: Fiscal Year: 2020 GL Account: 461000 GL Acctg Entry:
 Document Type: FMN Doc Num: Acctg Line #: Item Line #:
 BBFY: 2020 EBFY: Fund: Search Journal: General

Search Clear

1 - 10 of 42 results

Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event	GL Acctg Entry	Fiscal Month	Fiscal Year	Ac Dc
<input type="radio"/> BD - Billing Document	FMN	FMNF0198230-001	1				Original	02	10/30/2019 15:24:50	USD	USD	461000		Debit	\$225.00	\$225.00	AR09	1805	01	2020	BD Bill Do
<input type="radio"/> BD - Billing Document	FMN	FMNF0198230-001	1				Correct	02	11/06/2019 16:24:57	USD	USD	461000		Debit	\$225.00	\$225.00	AR09	1805	02	2020	BD Bill Do
<input type="radio"/> BD - Billing Document	FMN	FMNF0198230-001	1				Correct	02	11/06/2019 16:24:57	USD	USD	461000		Credit	(\$225.00)	(\$225.00)	AR09	1805	02	2020	BD Bill Do
<input type="radio"/> BD - Billing Document	FMN	FMNF0198230-001	1				Liquidate	02	11/12/2019 15:40:11	USD	USD	461000		Credit	(\$225.00)	(\$225.00)	AR09	1805	02	2020	BD Bill Do
<input type="radio"/> BD - Billing Document	FMN	FMNF0199910-001	1				Liquidate	01	11/27/2019 15:49:25	USD	USD	461000		Debit	\$4,017.42	\$4,017.42	AR09	1800	02	2020	BD Bill Do
<input type="radio"/> BD - Billing Document	FMN	FMNF0199910-001	2				Liquidate	01	11/27/2019 15:49:25	USD	USD	461000		Debit	\$36.00	\$36.00	AR09	1800	02	2020	BD Bill Do
<input type="radio"/> BD - Billing Document	FMN	FMNF0199910-001	3				Liquidate	01	11/27/2019 15:49:25	USD	USD	461000		Debit	\$204.95	\$204.95	AR09	1800	02	2020	BD Bill Do
<input type="radio"/> BD - Billing Document	FMN	FMNF0199910-001	3				Original	01	11/27/2019 13:23:20	USD	USD	461000		Credit	(\$204.95)	(\$204.95)	AR09	1800	02	2020	BD Bill Do

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

- To search for form or document information, enter applicable search criteria and Select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and Select the Details button.

4.6.11.2 Search Criteria - User-Defined Field Descriptions

The GL Account Detail Query provides the ability to query Statements. The listing of User-Defined fields on the GL Account Detail Query is available at **BAAR User Guide 9 of 10, Section B.7.**

4.6.11.3 Executing a Query Using GL Account Detail Query

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to Execute a Query Using the GL Account Detail Query:

1. In Pegasys navigate to Queries → General Ledger → GL Detail Query.

The GL Account Detail Query page is displayed.

Figure 125: GL Account Detail Query

GL Account Detail Query

Basic Search Advanced Search

Select preconfigured search

New Query Actions

Tell us what the query does.

Select field name = Enter a Value

Search Clear Save Query

2. Enter the search criteria.

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of “Fleet”, enter a Document Number, Date range and any additional billing detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

3. Select the **Search** button to execute the query.

Figure 126: Search

Basic Search Advanced Search

Select preconfigured search

New Query Actions

Tell us what the query does.

Document Number = FDIGJ162633-0414

Search Clear Save Query

4. Select a detail record from the Item collection.

Figure 127: Selecting a Record

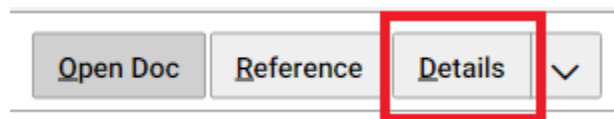
1 - 10 of 24 results

Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event	GL Acctg Entry	Fiscal Month	Fiscal Year	Acc Doc
BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	425100		Credit	(\$1,000.00)	(\$1,000.00)	AR09	1800	05	2021	BD - Billing Doc
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	421000		Debit	\$1,000.00	\$1,000.00	AR09	1800	05	2021	BD - Billing Doc
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	459000		Credit	(\$1,000.00)	(\$1,000.00)	AR09	1800	05	2021	BD - Billing Doc
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	451000		Debit	\$1,000.00	\$1,000.00	AR09	1800	05	2021	BD - Billing Doc
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	451000		Credit	(\$1,000.00)	(\$1,000.00)	AR09	1800	05	2021	BD - Billing Doc
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	461000		Debit	\$1,000.00	\$1,000.00	AR09	1800	05	2021	BD - Billing Doc
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	131000.07		Credit	(\$1,000.00)	(\$1,000.00)	AR09	1800	05	2021	BD - Billing Doc
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	520000.01		Debit	\$1,000.00	\$1,000.00	AR09	1800	05	2021	BD - Billing Doc
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	131000.08		Debit	\$1,000.00	\$1,000.00	AR09	1802	05	2021	BD - Billing Doc
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	520000.01		Credit	(\$1,000.00)	(\$1,000.00)	AR09	1802	05	2021	BD - Billing Doc

Open Doc Reference Details 10 per page << Page 1 of 3 >>

5. To view the detail information, select the **Detail** button.

NOTE: The user can view spending adjustment, FACTs attributes, Referencing information or open the document from the GL Account Detail Query item collection. Select the appropriate action button to complete the desired action.

Figure 128: Details button on GL Account Detail Query

6. On the Detail page, the user can view the document or review the detail information.

Figure 129: Details Page on GL Account Detail Query

GL Account Detail Query Detail

1 - 10 of 24 results

Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting
BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	425100		Credit
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	421000		Debit
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	459000		Credit
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	451000		Debit
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	451000		Credit
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	461000		Debit
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	131000.07		Credit
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	520000.01		Debit
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	131000.08		Debit
<input type="radio"/> BD - Billing Document	FDI	FDIGJ162633-0414	1				Correct	01	02/02/2021 21:06:11	USD	USD	520000.01		Credit

View Document 10 per page << Page 1 of 3 >>

Figure 130: Details Page Information

Fiscal Month 05			Fiscal Year 2021			Fiscal Quarter 2		
Document Type FDI	Doc Num FDIGJ162633-0414	Acctg Line # 1	Acctg Subline #	Item Ln #	Sub Ln #	Amount (\$1,000.00)	Fund Amount (\$1,000.00)	Batch #
Amend/Mod #	Action Correct	Doc Date 02/02/2021	Trans Currency USD	System Date Time 02/02/2021 21:06:11				
Fund Currency USD								

GL Account 425100	Posting Credit	Doc Cat BD - Billing Document
GL Account Extension	GL Amount (\$1,000.00)	Acctg Doc Cat BD - Billing Document
Acctg Event AR09	GL Fund Amount (\$1,000.00)	Acctg Doc Type FDI
Trans Type 01	GL Acctg Entry 1800	Record Type Principal
Sub-level Prefix	Process Activity Unbilled	Line Type Normal
Acctg Trans Type 01	Journal Type	<input type="checkbox"/> SF-224 Reclassification
Transaction Number FDI&FDIGJ162633-0414&		

Treasury Symbol	ATA	AID 047	BPOA	EPOA	A X	MAIN 4534	SUB 001
Short Key							

Additional Details
Vendor

4.6.11.4 Flexible Postings Review on the GL Account Detail Query

Pegasys provides the ability to “flexibly post” transactions, allowing General Ledger postings to be made against different GL accounts based on aspects recorded on the transaction. For example, GSA may need to report balances on cash receipts from another government agency separately from cash receipts from the public. Defining flexible postings therefore enables GSA to automatically post to the correct GL accounts based on transaction specific data. Flexible postings are defined on the Transaction Definition Maintenance table and can be configured for each transaction definition in the system.

Flexible postings enable the user to differentiate general ledger postings based on entered accounting data without requiring training the user to use a different transaction type.

For example, A Fleet Billing Document (BD), document type FMI would initially be recorded with a transaction type of “01”. The associated Transaction Definition has been defined with the following:

Table 2: Fleet Billing Document

Doc Type	Trans Type	Actg Event	GL Actg Entry	Use Flexible Posting
FMI	01	AR09	1800	T

Since the ‘Use Flexible Posting’ field is set to True, Pegasys will then look at the Flexible Transaction Definitions Options box for the rules governing the flexible postings (not all possible dimensions are shown below).

Table 3: Flexible Transaction Definitions Options

Fund Posting	Program Posting	Project Posting	Function Posting	Revenue Source Posting
None	None	None	Code	None

The transaction definition consisting of document type **FMI** and transaction type 01, therefore, can use the Activity accounting dimension to flexibly post. Pegasys then uses the additional pieces of information and looks at the Flexible Transaction Definition window to find the accounting entry that matches the additional information.

The specific posting information contained on a transaction definition record based on the above accounting event example is shown below:

Table 4: Posting Information

Activity	Actg Entry
FE115	1801

According to the flexible posting definition shown above, if the Activity on the Billing Document (BD) is **not** FE115, then the GL Account Entry would be 1800 (as shown in the first table). If the Activity on the Billing Document (BD) is FE115, then the GL Account Entry would be 1801.

The General Ledger postings would then be made based on the GL Account Entry defined by the transaction definition. The proprietary debits/credits are displayed below for both GL Account Entries, 1800 and 1801:

Table 5: Proprietary Debits/Credits

Doc Type	Trans Type	Actg Event	GL Actg Entry	Activity	GL - Debit	GL - Credit
FMI	01	AR09	1800	None	1310.07	5200.01
FMI	01	AR09	1801	FE115	1310.07	5900.01

NOTE: Additional budgetary GL impacts occur, but are not shown in the above chart as they are the same for both GL Account Entries.

4.6.12 Query IPAC Rejections (IPAC Staging Query)

As part of each step in the life cycle, Pegasys assigns an IPAC Status. The IPAC Status is a Pegasys- specific status that is used to track the Pegasys IPAC transaction in its interaction with Treasury.

Once the IPAC file has been created by the IPAC Outbound Bulk File Generation process, the file is uploaded to Treasury via the IPAC System, and each transaction is set to an IPAC Status of “IPAC In Transit”. While Pegasys performs edit checks on the IPAC transactions from DBR creation to the running of the GSIPACXWOT and GSIPACBKFG process and file creation, Treasury performs additional validations on the information they receive via IPAC. If transactions do not pass the Treasury validations, the transactions are considered Rejected by IPAC.

Treasury will provide information back to the USDA point of contact outside of the Pegasys system in order to identify and correct the Rejected transactions. Typically, the point of contact will follow an automated process, using the information received from Treasury to create an input file for the GSUPDIPAC batch process to set both the IPAC Status and Billing Status from “IPAC In Transit” to “Rejected by IPAC” on the rejected transactions. If users make the necessary updates, users can also use the GSUPDIPAC batch process to set the transactions’ IPAC Status from “Rejected by IPAC” to ‘Ready for IPAC’ so that the transaction will be re-selected in the next IPAC processing back to Treasury.

4.6.12.1 Steps to set the status for Rejected Transaction from “In Transit” to “Rejected by Treasury”

The following steps describe how a user would manually update the G-Invoicing/IPAC Status and Billing Status (if necessary) of transactions deemed Rejected by Treasury - in Pegasys this manual update involves changing the IPAC Status from “In Transit” to “Rejected by Treasury”, changing the Billing Status from “Billed” to “Unbilled”, and changing the Selected for IPAC status from “Yes” to “No”. The following steps also describe how a user can manually change the IPAC Status from “Rejected by Treasury” to “Ready to Send” after making the appropriate changes, so that GSIPACXWOT and GSIPACBKFG will pick the transaction back up and resubmit it to Treasury.

To search for and update IPAC transactions from an “In Transit” to “Rejected by Treasury” status OR set the IPAC status from a “Rejected by Treasury” to “Ready to Send” status, follow the steps below:

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute “Blind” queries, meaning no search criterion is entered.

Steps to set G-Invoicing/IPAC Status from “In Transit” to “Rejected by Treasury” after identifying a Rejected Transaction:

1. Navigate to Queries → General System → G-Invoicing/IPAC Staging Query.

The G-Invoicing/IPAC Staging Query page is displayed.

Figure 131: G-Invoicing/IPAC Staging Query

Pegasys / Queries / General System / G-Invoicing / IPAC Staging Query

G-Invoicing / IPAC Staging Query

Basic Search | Advanced Search

G-Inv / IPAC Indicator Document Type Performance Type G-Invoicing Line Type Originating ALC

G-Inv / IPAC Status Document Number IPAC DRN (OFF) IPAC Import Run Number Customer ALC

Outbound Document
Type Outbound Document Number (OFF) Item
Accounting

G-Invoicing

Order Details
GT&C Number Requester / Servicer Type
Order Number Line Schedule

Performance Details
Performance Number Detail
Reference Performance Number Detail

Search **Clear**

G-INVOICING / IPAC STAGING RECORDS
No results

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Acty Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Order Schedule
Totals																	

- Enter the desired and appropriate search criteria, such as **IPAC DRN** or Outbound Document Number.

To search for “In Transit” transactions in order to update to “Rejected by Treasury” (those transactions that have been rejected by Treasury), select the “In Transit” from the G-Invoicing/IPAC Status Drop Down on the Basic Search tab, then search.

NOTE: Query performance is improved with each additional search criteria entered. Users **should not** execute “Blind” queries, meaning no search criterion is entered.

- Select the **Search** button.

Figure 132: G-Invoicing/IPAC Staging Query - Search Button

G-Invoicing / IPAC Staging Query

Basic Search | Advanced Search

G-Inv / IPAC Indicator Document Type Performance Type G-Invoicing Line Type Originating ALC

G-Inv / IPAC Status Document Number IPAC DRN (OFF) IPAC Import Run Number Customer ALC

Outbound Document
Type Outbound Document Number (OFF) Item
Accounting

G-Invoicing

Order Details
GT&C Number Requester / Servicer Type
Order Number Line Schedule

Performance Details
Performance Number Detail
Reference P

Search **Clear**

The results are returned in the Item Collection.

Figure 133: IPAC Staging Query- Item Collection - IPAC Status

G-INVOICING / IPAC STAGING RECORDS
1 - 10 of 1,026 results

<input type="checkbox"/>	G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dt Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G- Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Service Type	GT&C Number	G- Invoicing Order Number	Order Line #	Ord Schedu
<input type="checkbox"/>	IPAC	G0127453			In Transit			\$909.90	47000016	70060000		06/26/2018	GS127					
<input type="checkbox"/>	IPAC	G0127453			In Transit			\$12.00	47000016	70060000		06/26/2018	GS127					

4. Select a detail record from the Item Collection.
5. Select the **Details** button.

The G-Invoicing/IPAC Staging Query Detail page is displayed.

Figure 134: G-Invoicing/IPAC Staging Query Detail Page – G-Invoicing/IPAC Status

Pegasys / Queries / General System / G-Invoicing / IPAC Staging Query / G-Invoicing / IPAC Staging Query Detail

G-Invoicing / IPAC Staging Query Detail

Expand All Collapse

Transaction Info Details

Originating ALC: 47000016
Customer ALC: 70060000
Submitter ALC:
Sender DO Symbol: GS127
G-Inv / IPAC Indicator: IPAC

Actg Date: 06/26/2018
Accomplished Date:
Accounting Period:
IPAC DRN: G0127453
Treas Trans ID:
IPAC Transaction Type:
IPAC DRN Amount: \$0.00
Number of Detail Items:
FY Obligation ID:

IPAC Interface Activity

IPAC Import Run Number:
Import Run Date:
Last Modified By: runbatchgspacxwot

Transaction Set ID: 810
Outbound Crosswalk Date: 07/02/2018
Inbound Crosswalk Date:
IPAC Rejection Date:
IPAC Rejection Accounting Period:

Security Org: GSA
Outbound Crosswalk Indicator: C
Outbound Crosswalk Run Number: 0201807020182
Inbound Crosswalk Run Number:

Confirmation Flag: False
G-Invoicing/IPAC Assignee:
TPI Flag:
Intra IPAC Tran: False
Payment Accounting Period:
Detail Billing Record Identifier: FLT050320180006345

G-Invoicing Performance

G-Invoicing:
Order Details:
Performance Details:

Audit Save

6. To update the G-Invoicing/IPAC Status select the G-Invoicing/IPAC Status Dropdown and select the appropriate status.

Figure 135: IPAC Staging Query Detail Page – G-Invoicing/IPAC Status Drop Down

Transaction Level Details

Transaction Level Main Details

* G-Inv / IPAC Status: In Transit

IPAC Submission:
Date:
ACT Trace Number:
ACRN:
Actg Classification Code:
Job(Project) Number:
JAS Number:
Requisition Number: 05312018
Receiver Department Code:
Disbursing Office: GS127

Contracts Number: FLEET
Contracts Line Item Number: NA
Obligating Document Number: FLT70704B2018
Voucher Number:
Purchase Order Number: NOT_PROVIDED_BY_CUS
Invoice Number: G0127453
Trace Number:
Cross Ref DRN:
Summarization Level:

IPAC DRN Dt Ln Num:
Unit of Issue: EA
Quantity: 1.000000
Unit Price Amount: \$909.90
Detail Amount: \$909.90
Applied Advance Amount: \$0.00
FSN/AAA/ADSN: 00000000
AAC/DODAAC:
Contracting Officer Login ID:
Pay Flag: Partial
Agency:

7. Select **Save**.**Figure 136: Save Button – G-Invoicing/IPAC Staging Query**

Transaction Level Details

Transaction Level Main Details

* G-Inv / IPAC Status: Rejected by Treasury

IPAC Submission Date: 07/05/2018

ACT Trace Number: 6WW0043RVNMF

ACRN: NA

Actg Classification Code: 70704B

Job(Project) Number: NA

JAS Number: NA

Requisition Number: 05312018

Receiver Department Code:

Disbursing Office: GS127

Contracts Number: FLEET

Contracts Line Item Number: NA

Obligating Document Number: FLT70704B2018

Voucher Number:

Purchase Order Number: NOT_PROVIDED_BY_CUS

Invoice Number: G0127453

Trace Number:

Cross Ref DRN:

Summarization Level:

IPAC DRN Dtl Ln Num:

Unit of Issue: EA

Quantity: 1.000000

Unit Price Amount: \$909.90

Detail Amount: \$909.90

Applied Advance Amount: \$0.00

FSN/AAA/ADSN: 00000000

AAC/DODAAC:

Contracting Officer Login ID:

Pay Flag: Partial

Agency:

Audit Save

The Action was successful message appears.

8. Select the **G-Invoicing/IPAC Staging Query** tab.

9. Search for IPAC DRN again.

10. The Record is now in a “Rejected by Treasury” status.

Figure 137: Rejected by Treasury

G-INVOICING / IPAC STAGING RECORDS

1 - 2 of 2 results

G-Inv / IPAC Indicator	IPAC DRN	IPAC Import Run Number	IPAC DRN Dtl Ln Num	G-Inv / IPAC Status	IPAC Transaction Type	G-Invoicing / IPAC Assignee	Detail Amount	Originating ALC	Customer ALC	Accomplish Date	Actg Date	SNDR DO	Requester / Servicer Type	GT&C Number	G-Invoicing Order Number	Order Line #	Ord Schedu
<input type="checkbox"/>	IPAC	G0127453		Rejected by Treasury			\$200.00	47000016	70060000		06/26/2018	GS127					
<input checked="" type="checkbox"/>	IPAC	G0127453		Rejected by Treasury			\$909.90	47000016	70060000		06/26/2018	GS127					
Totals							\$1,109.90										

Details New Copy Go to G-Inv / IPAC Queries Delete Update Status

10 per page << Page 1 of 1 >>

11. To update the Billing Status of the Accounting Lines, Navigate to Form/Document Selection and search for your Document Number.

NOTE: The user would update the Billing Status from “Billed” to “Unbilled” in order to resubmit the rejected transaction to Treasury via IPAC to state the transaction is updated to unbilled when initially rejected in order to show the funds in the unbilled account. The subsequent running of the GSIPAXWOT and GSIPACBKFG processes will set the transactions back to billed when they are re-submitted to Treasury.

Figure 138: Form/Document Selection - Document Number

Pegasys / Transactions / **Form/Document Selection**

FORM/DOCUMENT SELECTION

[Form/Document Selection](#)

The fields designated as (OFP) indicate the fields that are Optimized For Performance when ex
Failure to populate at least one OFP field may result in a search that causes a system timeout a

*Please enter a To and From Date range of less than one month when searching for documents

Search Criteria

Subsystem

Document Type (OFP)

Document Number (OFP)

Amendment / Modification Number

Document Category

Accounting Period To

From Date (OFP) To

System ID

12. Select the returned document in the Item Collection and Select **Correct**.

Figure 139: Correct Button

1 - 1 of 1 results

Document Type	Document Number	Amendment / Modification Number	Temporary Amendment Number	Title	Document Date	Document Status	User ID
FDI	FDIG0127453-014				08/02/2018	Processed	lynkoerkermeier

10 per page << Page 1 of 1 >>

13. Select the **Accounting Lines** tab and select the **Accounting Line** link.

NOTE: If the entire BD was rejected from Treasury, all accounting lines will need to be updated by repeating the steps.

Figure 140: Header Accounting Line for Correct Document

ACCOUNTING LINES

Header | **Accounting Lines** | Office Addresses | Approval Routing | Memos | Summary

Accounting Line | Charge Lines | Associated Spending | Detail Billing Record Search | Modified Detail Billing Records

1 - 2 of 2 results

Line Number	Line Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC
1	Normal	\$0.00	01		2018		285F	07	Q00MDZ37	TM11		AF114	
29	Credit	(\$494.49)	02		2018		285F	07	Q00MDZ37	TM11		AF111	
Total Header Funded Amou		(\$494.49)											

References... Add Copy Remove Reset Replace ... 10 per page << < Page 1 of 1 > >>

14. Set the Billing Status to “**Unbilled**”.

Figure 141: Billing Status

General

Line Number: 1

Line Type: Normal

Billing Status: Billed

Transaction Type: Billed

Exclude from Offset: Unbilled

Internal

External

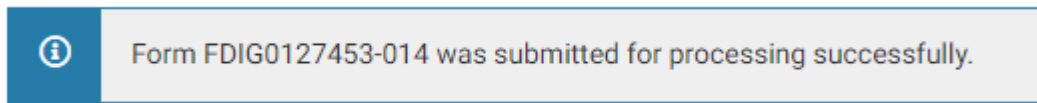
15. Select the **Verify** button.

NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

16. Select the **Submit** button.

If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.

Figure 142: Submission Message

17. Navigate back to Form/Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

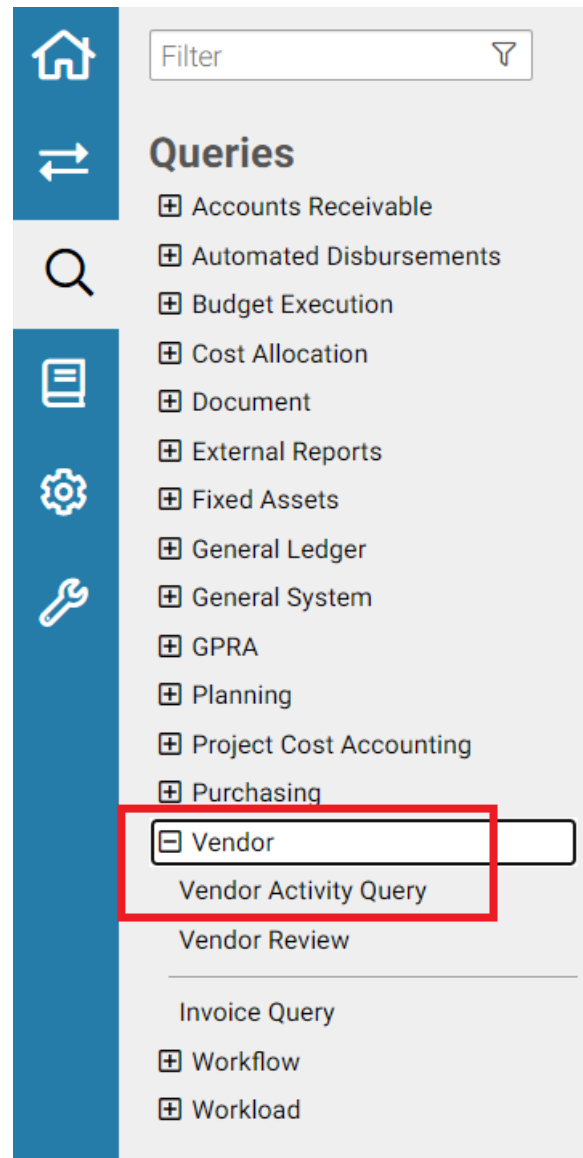
NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

18. **NOTE:** Once review is complete and the user makes necessary corrections to the Rejected transaction and is ready to send it to Treasury, the Rejected by IPAC Staging Record should be deleted, and the Selected for IPAC status on the Billing Document line should be set to No. The subsequent running of the GSIPAXWOT and GSIPACBKFG processes will re-submit the transactions to Treasury.

4.6.13 Vendor Activity Query

The Vendor Activity query is a powerful tracking and querying tool used to access detailed vendor account information. While a vendor may be referenced thousands of times in many different types of documents, the Vendor Activity query provides a way to quickly view and access interactions involving the vendor. Maintaining a history of vendor interactions is very important to the agency's accountability. The Vendor Activity query enables the user to gather critical vendor information whenever the user needs it.

For more information about the Vendor Activity Query, please refer to the Pegasys User Guide.

Figure 143: Vendor Activity Query

4.6.13.1 Search Parameters and Results

The Vendor Activity query provides the opportunity to view amounts for the vendor in the system currency, while also providing a view of each individual address code belonging to the vendor.

The Vendor Activity query is organized as a notebook and records several types of information. It contains the following buttons, pages and tabs (Select each tab for more information). An asterisk (*) indicates a required field.

For the Vendor Activity Query Search Criteria field definitions, see **Section 4.6.13.3**.

Figure 144: Vendor Activity Query Search Criteria

Pegasys / Queries / Vendor / Vendor Activity Query

Vendor Activity Query

Basic Search | Advanced Search

Code UEI AAC/DODAAC ☆

TIN EFT Indicator DUNS Number

No results

Vendor Codes	UEI	DUNS Number	EFT Indicator	CAGE Code	AAC/DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code
--------------	-----	-------------	---------------	-----------	------------	------	-----	-----------------	--------------	--------------	-------------	---------------------	--------------

Figure 145: Vendor Activity Query Item Collection - Select Vendor

1 - 10 of 35 results

Vendor Codes	UEI	DUNS Number	EFT Indicator	CAGE Code	AAC/DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency
<input type="radio"/> 020590271		809989689		52FK6		TIC PROPERTIES MANAGEMENT, LLC	45-4145714	6			C	Non-Government	00001	Ultimate Parent Address	
<input type="radio"/> 020590271		809989689		52FK6		TIC PROPERTIES MANAGEMENT, LLC	45-4145714	6			C	Non-Government	00001	EVS Monitoring	
<input type="radio"/> 020590271		809989689		52FK6		TIC PROPERTIES MANAGEMENT, LLC	45-4145714	6			C	Non-Government	00001	Ultimate Domestic Parent Address	

- To search for Vendor information, enter applicable search criteria and Select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and Select the Details button.

The Vendor Activity Query can also provide a quick glimpse at the vendor information by using the pop up functionality. When a user Selects the “More” button, a pop up window will display additional information about the vendor record selected.

Figure 146: Vendor Activity Query More Button

The “More” button functionality allows users to scroll through the vendor records quickly by using the arrows on the item.

4.6.13.2 Query Details

From the detail page of the Vendor Activity Query, users can view the vendor information, go to the account summary details page, or view the documents associated with the vendor.

Figure 147: Vendor Activity Query Details Page

Pegasys / Queries / Vendor / Vendor Activity Query / Main

MAIN

Main Account Summary Blanket Agreements Contracts Invoices

Expand All Collapse All

General Information

Code 020590271

Name TIC PROPERTIES MANAGE

Alias

☐ Miscellaneous

TIN Type EIN

SSN/EIN 45-4145714

Vendor Category 6

Vendor Class

Vendor Group

Vendor Type C

Active Status Inactive

Approval Status Reviewed

Security Org PEGASYS

Vendor/Provider Both

Parent Vendor

Name

TIN

TIN Verification Information

Action Not Required

Status

Date

Invoice Key Configuration

☐ Include Invoice Date

☐ Include Contract Number

Documents Route

4.6.13.3 Search Criteria - User-Defined Field Definitions


The listing of User-Defined fields on the Vendor Activity Query is available at **BAAR User Guide 9 of 10, Section B.8 Appendix**.

4.6.13.4 Execute a Query Using the Vendor Activity Query

Steps to Execute a Query Using the Vendor Activity Query:


1. Navigate to Queries → Vendor → Vendor Activity Query
The Vendor Activity Query page is displayed.


Figure 148: Vendor Query - Advanced Search

[Pegasys](#) / [Queries](#) / [Vendor](#) / **Vendor Activity Query** 


Vendor Activity Query

[Basic Search](#)
[Advanced Search](#)




[Actions](#) 

Tell us what the query does.



=



Select a Filter

1099 Vendor

1862 Land Grant College

1890 Land Grant College

1994 Land Grant College

AAC/DODAAC

AbilityOne (formerly JWOD) Nonprofit Agency

Address 4

Address 5

Address Active Status

Name	TIN	Vendor Category	Vendor Class

[Go to top of Main Content](#)

2. Enter the search criteria.

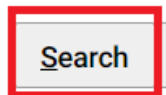
NOTE: Query performance is improved with each additional search criteria entered. For example, enter the Vendor Code, or agency information and any additional detail that can be provided. Users should not execute “Blind” queries, meaning no search criterion is entered.

Figure 149: Vendor Query Advanced Search Criteria

Vendor Activity Query

Tell us what the query does.

3. Select the **Search** button to execute the query.

Figure 150: Vendor Query - Search Button

Vendor Activity records matching the input search criteria are returned in the Item Collection.

Figure 151: Vendor Activity Query Item Collection

1 - 3 of 3 results

Vendor Codes	UEI	DUNS Number	EFT Indicator	CAGE Code	AAC/DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency	Bureau	Age Loc: Cod
<input checked="" type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Mailing Address	010	17	
<input type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Physical Address	010	17	
<input type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Remittance Address	010	17	

10 per page
<< Page 1 of 1 >>

4. To view additional information about the vendor address, Select the **More** button.

Figure 152: Vendor Address Detail Section

DETAIL SECTION ×

Page 1 Item 1 of 3 [< Previous](#) [Next >](#)

Standardized Format	<input type="text" value="Yes"/>	Address Active Status	<input type="text" value="Active"/>
Address Name	<input type="text" value="US COURTS OF APPL FOR"/>	State	<input type="text" value="DC"/>
Address Line 1	<input type="text" value="ATTN: CAROLYN RUFFIN M."/>	Postal Code	<input type="text" value="20439"/>
	<input type="text" value="717 MADISON PLACE, N.W."/>	Code	<input type="text"/>
	<input type="text"/>	Country	<input type="text" value="US"/>
	<input type="text"/>	Currency Code	<input type="text" value="USD"/>
City	<input type="text" value="WASHINGTON"/>	Prevent New Spending	<input type="text" value="No"/>
		SAM Enabled	<input type="text" value="No"/>
		Debt Subject to Offset	<input type="text" value="No"/>

5. Close the popup and Select **Details** to view the vendor information details.

Figure 153: Details Page

Pegasys / Queries / Vendor / Vendor Activity Query / Main

MAIN

Main Account Summary Blanket Agreements Contracts Invoices

Expand All Collapse All

General Information

Code: S1017

Name: US COURTS OF APPL FOR

Alias:

☐ Miscellaneous

TIN Type:

Vendor Category:

Vendor Class:

Vendor Group:

Vendor Type: F

Active Status: Active

Approval Status: Reviewed

Security Org: ARPEG

Vendor/Provider: Both

Reporting Attribute: Government

Parent Vendor

Name:

TIN:

TIN Verification Information

Action: Not Required

Status:

Date:

Invoice Key Configuration

☐ Include Invoice Date

☐ Include Contract Number

6. Select the **Account Summary** tab to view the balance information.

Figure 154: Account Summary Tab - Vendor Query Detail Page

Pegasys / Queries / Vendor / Vendor Activity Query / Main / Account Summary

ACCOUNT SUMMARY

Main Account Summary Blanket Agreements Contracts Invoices

Expand

General

Security Org: ARPEG

Code: S1017

Vendor Name:

Reservation Amount: \$0.00

Outstanding Commitment Amount: \$0.00

Outstanding Obligation Amount: \$0.00

Outstanding Accrual Amount: \$0.00

Expenditure Amount: \$0.00

Invoiced Amount: \$0.00

Total Debt: \$0.00

Scheduled Amount: \$0.00

In Transit Amount: \$0.00

Disbursed Amount: \$0.00

Canceled Disbursement Amount: \$0.00

Holdback Amount: \$0.00

Suspension Amount: \$0.00

Prepayment Amount: \$0.00

Outstanding Unbilled Amount: \$0.00

Outstanding Billed Amount: \$552,978.73

Outstanding Billing Amount: \$552,978.73

Outstanding Unbilled Credit Amount: \$19,127.01

Outstanding Billed Credit Amount: (\$19,127.01)

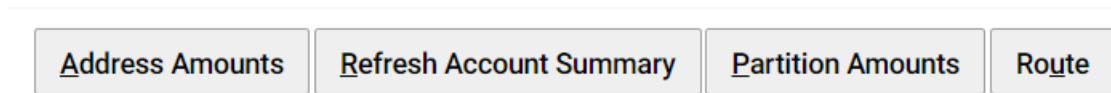
Outstanding Credit Amount: \$0.00

Collected Amount: \$58,231,199.28

Address Amounts Refresh Account Summary Partition Amounts Route

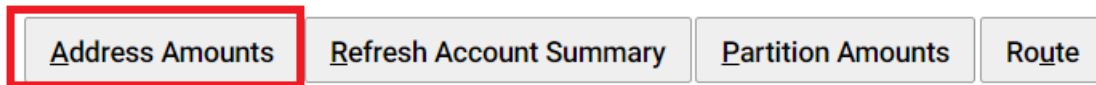
7. Select the desired action button to view or refresh the information.

NOTE: GSA does not use Blanket agreements, Contracts or Invoices with Phase 1 BAAR Customers (vendor accounts).

Figure 155: Actions

8. To view the amounts by Vendor Address line, Select the **Address Amount** buttons.

NOTE: A new window will be opened.

Figure 156: Address Amounts Button

9. Select the Address level vendor record and Select details to view the detail information.

Figure 157: Vendor Activity Query Details Button**Address Amounts**

1 - 1 of 1 results

Address Level Vendor Code	Currency	UEI	DUNS	EFT Indicator	CAGE Code
<input checked="" type="radio"/> S1017	USD				
<div> <div>Details</div> <div>Correspondence</div> </div> <div>10 per page << < Page 1 of 1 > >></div>					

The Address level balances are displayed. To view or add correspondence, Select the Correspondence button.

Figure 158: Vendor Activity Query - Correspondence Button

Address Amounts / Address Amount

Address Amount

[Expand All](#)
[Collapse All](#)

General					
Address Level	S1017	Invoiced Amount	\$0.00	Outstanding Unbilled Amount	\$0.00
Vendor Code		Expenditure Amount	\$0.00	Outstanding Billed Amount	\$552,978.73
UEI		Scheduled Amount	\$0.00	Outstanding Billing Amount	\$552,978.73
DUNS		In Transit Amount	\$0.00	Outstanding Unbilled Credit Amount	\$19,127.01
EFT Indicator		Disbursed Amount	\$0.00	Outstanding Billed Credit Amount	(\$19,127.01)
AAC/DODAAC		Canceled Disbursement Amount	\$0.00	Outstanding Credit Amount	\$0.00
CAGE Code		Holdback	\$0.00		
Reservation Amount	\$0.00				
Outstanding Commitment Amount	\$0.00				

[Partition Amounts](#)
[Correspondence](#)

4.6.13.5 Add Account Level Correspondence from Vendor Activity Query

Pegasys Accounts Receivable Correspondence functionality enables users to communicate electronically with GSA customers (and vice versa) regarding statements and collections. Correspondence is documented within Pegasys and can be researched and referred to in efforts to better assist GSA customers.

The correspondence template used to create a correspondence record is designed to extract pertinent information regarding the communication. Additionally, users can determine whether Pegasys-created correspondence records should be publicly published (i.e., transmitted to VCSS to be viewed by the customer) or should remain as internal correspondence. Users are also provided the option to send emails containing the correspondence text to customers.

Account level correspondence can be created and viewed by users from the Vendor Activity Query. Account level correspondence is then associated with, and can be accessed from, the specific vendor account via the Vendor Activity Query.

To add correspondence to a vendor account record via the Vendor Activity Query, follow the steps below.

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

1. Navigate to Queries → Vendor → Vendor Activity Query.

Figure 159: Vendor Query Search Criteria

The screenshot displays the 'Vendor Activity Query' interface. At the top, there is a breadcrumb trail: [Pegasys](#) / [Queries](#) / [Vendor](#) / [Vendor Activity Query](#). Below this, the title 'Vendor Activity Query' is prominently displayed. The interface includes two tabs: 'Basic Search' and 'Advanced Search'. A dropdown menu labeled 'Select preconfigured search' is visible, accompanied by a gear icon. Below this, there is a 'New Query' input field and an 'Actions' button with a gear icon. A prompt 'Tell us what the query does.' is followed by a search criteria builder. This builder consists of a 'Select field name' dropdown, an equals sign, another dropdown, and an 'Enter a Value' input field, with a gear icon to the right. A dropdown menu is open under 'Select field name', showing a list of filters: '1099 Vendor', '1862 Land Grant College', '1890 Land Grant College', '1994 Land Grant College', 'AAC/DODAAC', 'AbilityOne (formerly JWOD) Nonprofit Agency', 'Address 4', 'Address 5', and 'Address Active Status'. To the right of the search criteria builder, a table header is partially visible with columns: 'Name', 'TIN', 'Vendor Category', and 'Vendor Class'. At the bottom left, there is a link: 'Go to top of Main Content'.

2. Enter appropriate search criteria and select **Search**.

Vendor Activity records matching the input search criteria are returned in the Item Collection.

Figure 160: Vendor Search Query - Item Collection

1 - 3 of 3 results

Vendor Codes	UEI	DUNS Number	EFT Indicator	CAGE Code	AAC/DODAAC	Name	TIN	Vendor Category	Vendor Class	Vendor Group	Vendor Type	Reporting Attribute	Address Code	Address Type	Agency	Bureau	Age Loc: Cod
<input checked="" type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Mailing Address	010	17	
<input type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Physical Address	010	17	
<input type="radio"/> S1017						US COURTS OF APPL FOR THE FED CIRCUITS					F	Government	S1017	Remittance Address	010	17	

Details ▾ 10 per page ▾ << Page 1 of 1 >>

3. Select the desired vendor record in the item collection and select **Details**.

The Vendor Activity Query Main tab is displayed.

Figure 161: Vendor Activity Query Main Tab

Pegasys / Queries / Vendor / Vendor Activity Query / **Main**

MAIN Account Summary Blanket Agreements Contracts Invoices

Expand All Collapse All

General Information

Code: S1017

Name: US COURTS OF APPL FOR

Alias:

☐ Miscellaneous

TIN Type: ▾

Vendor Category:

Vendor Class:

Vendor Group:

Vendor Type: F

Active Status: Active ▾

Approval Status: Reviewed ▾

Security Org: ARPEG

Vendor/Provider: Both ▾

Reporting Attribute: Government ▾

Parent Vendor

Name:

TIN:

TIN Verification Information

Action: Not Required ▾

Status: ▾

Date:

Invoice Key Configuration

☐ Include Invoice Date

☐ Include Contract Number

4. From the Vendor Activity Query Detail page, select the **Account Summary** tab.

The **Account Summary** tab is displayed.

Figure 162: Account Summary Tab

Pegasys / Queries / Vendor / Vendor Activity Query / Main / Account Summary

ACCOUNT SUMMARY

Main **Account Summary** Blanket Agreements Contracts Invoices

Expand

General

Security Org ARPEG

Code S1017

Vendor Name

Reservation Amount \$0.00

Outstanding Commitment Amount \$0.00

Outstanding Obligation Amount \$0.00

Outstanding Accrual Amount \$0.00

Expenditure Amount \$0.00

Invoiced Amount \$0.00

Total Debt \$0.00

Scheduled Amount \$0.00

In Transit Amount \$0.00

Disbursed Amount \$0.00

Canceled Disbursement Amount \$0.00

Holdback Amount \$0.00

Suspension Amount \$0.00

Prepayment Amount \$0.00

Outstanding Unbilled Amount \$0.00

Outstanding Billed Amount \$552,978.73

Outstanding Billing Amount \$552,978.73

Outstanding Unbilled Credit Amount \$19,127.01

Outstanding Billed Credit Amount (\$19,127.01)

Outstanding Credit Amount \$0.00

Collected Amount \$58,231,199.28

Address Amounts Refresh Account Summary Partition Amounts Route

- From the Vendor Activity Query Detail page Account Summary tab, Select **Address Amounts**.

The Vendor Activity Query Address Amounts page is displayed.

Figure 163: Vendor Activity Query Address Amounts

Pegasys / Queries / Vendor / Vendor Activity Query / Main / Account Summary

ACCOUNT SUMMARY

Main **Account Summary** Blanket Agreements Contracts Invoices

Expand

General

Security Org ARPEG

Code S1017

Vendor Name

Reservation Amount \$0.00

Outstanding Commitment Amount \$0.00

Outstanding Obligation Amount \$0.00

Outstanding Accrual Amount \$0.00

Expenditure Amount \$0.00

Invoiced Amount \$0.00

Total Debt \$0.00

Scheduled Amount \$0.00

In Transit Amount \$0.00

Disbursed Amount \$0.00

Canceled Disbursement Amount \$0.00

Holdback Amount \$0.00

Suspension Amount \$0.00

Prepayment Amount \$0.00

Outstanding Unbilled Amount \$0.00

Outstanding Billed Amount \$552,978.73

Outstanding Billing Amount \$552,978.73

Outstanding Unbilled Credit Amount \$19,127.01

Outstanding Billed Credit Amount (\$19,127.01)

Outstanding Credit Amount \$0.00

Collected Amount \$58,231,199.28

Address Amounts Refresh Account Summary Partition Amounts Route

- From the Vendor Activity Query Address Amounts page, select the appropriate vendor address code from the item collection and then Select **Correspondence**.

Figure 164: Correspondence Button**Address Amounts**

1 - 1 of 1 results



Address Level Vendor Code	Currency	UEI	DUNS	EFT Indicator	CAGE Code
S1017	USD				

[Details](#)
[Correspondence](#)

10 per page
<< < Page 1 of 1 > >>

The Vendor Activity Query Correspondence page is displayed.

Figure 165: Vendor Activity Query Correspondence Page

CORRESPONDENCE

Search Criteria

Creator

Subject

Type Of Correspondence

Public Publishing Flag

Record Number

Assignment Code

Statement Number

Include Statement Number Records

Created Date From To

Contact Person First Name Last Name

Correspondence

1 - 5 of 5 results

Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing Flag
	3	2016736	01/12/2021 19:16	alroies107	Tests	User6	Fleet Conversion	Dispute Status: Accepted Dispute Explanation: test 6	D	True
	2	2016736	04/04/2011 17:40	878008unbatchcon/baar	Conversion	701864		Email Keynote Eggs on the Qc153 bill for information.	O	False
	2	2016736	01/12/2021 19:08	alroies107	Tests	User6	Fleet Conversion	Dispute Status: Under Review Dispute Explanation: test 6	D	True
	1		10/01/2006 00:00	878008unbatchcon/baar	Conversion	665590		PHI - RAISED COPY OF RESOLVED DISPUTE FROM \$1000 IN WHICH AGCY SAID BILL ARO2730021 BELONGED TO S1017.	O	False
	1	2016736	01/12/2021 19:00	webmtdmss	Tests	User6	FLTCOVERT	Dispute Status: New Dispute Explanation: test 6	D	True

...

Contact Person

* First Name

Contact Title

Contact Phone Number

International Phone Number

Contact Email Address

* Last Name

7. Select the Add button.

Figure 166: Vendor Activity Query Correspondence Page - Add button

...

A new record is displayed in the Correspondence page Item Collection.

Figure 167: Correspondence Page Item Collection

1 - 5 of 5 results



Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject	Correspondence	Type Of Correspondence	Public Publishing Flag
---------------	------------------	--------------	---------	------------	-----------	-----------------	---------	----------------	------------------------	------------------------

Figure 168: Contact Person, Agency Contact, Correspondence

Contact Person * First Name <input type="text" value="Test6"/> * Last Name <input type="text" value="User6"/> Contact Title <input type="text"/> Contact Phone Number <input type="text" value="222-333-4444"/> International Phone Number <input type="text"/> Contact Email Address <input type="text" value="none@gsa.gov"/>	
Agency Contact Agency Contact Name <input type="text" value="WebMethods VSS"/> Agency Contact Title <input type="text"/> Agency Contact Phone Number <input type="text"/> From Email Address <input type="text" value="fake.email@usda.gov"/>	
Research Information Researcher Name <input type="text"/> Open Date <input type="text"/> Researcher Phone Number <input type="text"/> Complete Date <input type="text"/> Researcher International Phone Number <input type="text"/> Total Research Days <input type="text"/> Researcher Email Address <input type="text"/> Contact Date <input type="text"/>	

8. In the Contact Person section, populate the First Name, Last Name, and any other fields pertinent to the correspondence (Title, To Email Address, Phone Number, etc.).
 9. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).
- NOTE:** If the Agency Contact section fields are left blank, Pegasys will default this user information from the Principal table upon selecting Save.
10. In the Correspondence section, select the Communication Source and Type of Correspondence from the available dropdown lists.
 - a. Update the Correspondence field to include the text to be sent to the customer.
 - b. Optionally populate the additional fields pertinent to the correspondence:
 - i. Select the Public Publishing checkbox to make the correspondence viewable by the customer in VCSS. If this checkbox is not selected, the correspondence is not viewable in VCSS and can only be viewed in Pegasys.
 - ii. Include the Accounting Line Number associated with the correspondence.
 11. Select the **Save** button.

NOTE: Upon selecting Save, the following Correspondence fields are automatically populated:

- a. Vendor Email Address - The Vendor/Vendor Address Code of the Correspondence Record defaults to the Primary Vendor/Vendor Address code of the billing statement. The system allows the user to modify the Vendor/Vendor Address Code to any of the Vendor/Vendor Address Codes associated with the statement.
- b. Record Number - Records the next available correspondence record number.

- c. Statement Number - Statement Number of the Correspondence Record defaults to the Statement Number of the selected billing statement.
- d. Creator - Records the user ID of the person creating the correspondence record.
- e. Created Date - Records the date and time the record is created.
- f. Last Modified By - Records the user ID of the person modifying the correspondence record.
- g. Last Modified Date - Records the date and time the record is modified.

Figure 169: Contact Person, Agency Contact, Correspondence - Populated

The screenshot displays a web form with four main sections:

- Contact Person:** Includes fields for First Name (Test6), Last Name (User6), Contact Title, Contact Phone Number (222-333-4444), International Phone Number, and Contact Email Address (none@gsa.gov).
- Agency Contact:** Includes fields for Agency Contact Name (WebMethods VSS), Agency Contact Title, Agency Contact Phone Number, and From Email Address (fake.email@usda.gov).
- Research Information:** Includes fields for Researcher Name, Researcher Phone Number, Researcher International Phone Number, Researcher Email Address, Contact Date, Open Date, Complete Date, and Total Research Days.
- Correspondence:** Includes fields for Communication Source (Phone), Type Of Correspondence (Dispute), Subject (FLTCONVERT), Public Publishing Flag (checked), Creator (webmethvss), Last Modified By (webmethvss), Record Number (1), Created Date (01/12/2021 19:00), Last Modified (01/12/2021 18:00), Statement Number (20167756), and a text area for Dispute Status and Explanation.

12. To attach a file to the correspondence record, select **Attachments**.
13. The Document Attachments page is displayed.

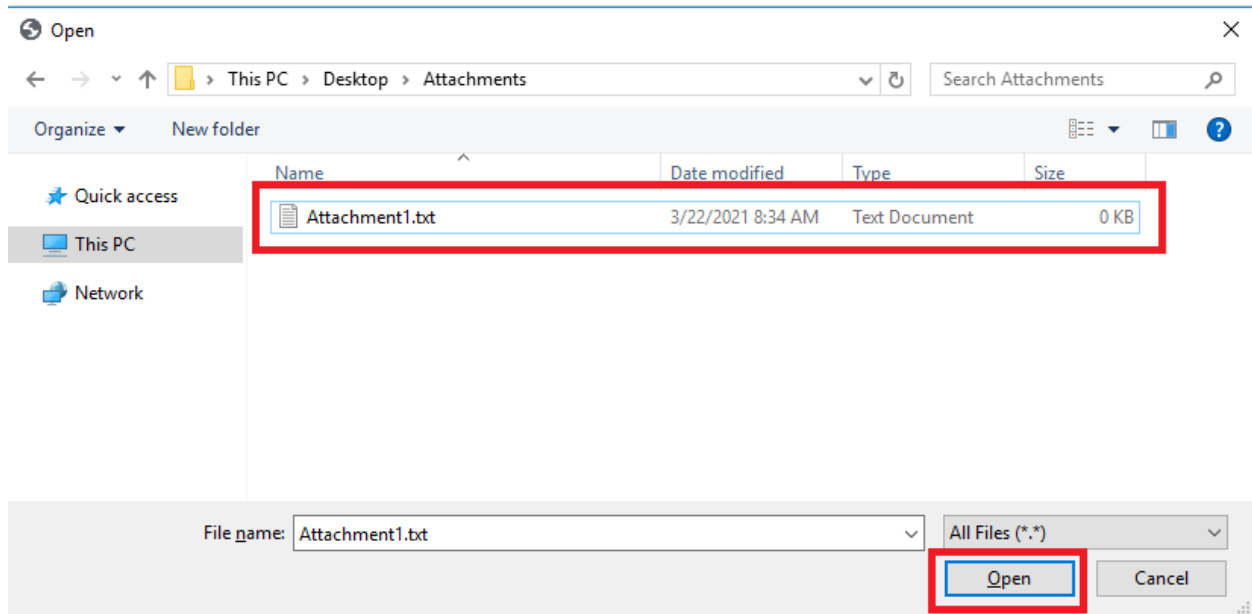
Figure 170: Document Attachments Page

The screenshot shows the 'DOCUMENT ATTACHMENTS' page with a title bar and a close button. The main content area includes an 'Upload Files' section with a dashed box and a 'Click or Drag Files Here' prompt. Below this is a table with the following columns: Number, Status, Title, Attachment Type, Draft/Final, and Edit. The table currently shows 'No results'. At the bottom, there is a navigation bar with buttons for View, Attachment Access, Repository, Check Out, Check In, and Unlock, along with a '10 per page' dropdown and pagination controls.

14. Select **Click or Drag Files Here** OR drag files from the appropriate local drive into the attachment modal screen. Select the desired file from the local directory and select **Open**.

15. Select the file from the appropriate local drive and Select **Open**

Figure 171: File Upload Screen

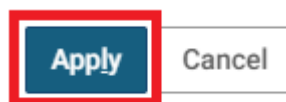


NOTE: Selecting the Attachment checkbox denotes the file as an actual attachment, which can then be transmitted to VCSS. If not selected, the file will be considered internal GSA “supporting documentation” and cannot be transmitted to VCSS.

NOTE: Select the Sensitive checkbox denotes the file contains sensitive materials and should be treated with caution.

16. Select **Apply**.

Figure 172: Apply Attachments Button



17. To send an email to the Contact Person containing the information from the correspondence record, select the record in the item collection and select **Email**.

NOTE: When sending correspondence as an email to the customer, users should include their own email address so that the correspondence is also sent to their inbox.

Figure 173: Email Button

SYSTEM MESSAGES
1 - 1 of 1 results

Item 5: Correspondence
GS4624I An email was sent to none@gsa.gov.

CORRESPONDENCE

Search Criteria

Creator

Subject

Type Of Correspondence

Public Publishing Flag

Record Number

Assignment Code

Statement Number

Include Statement Number Records

Created Date

From

To

Contact Person

First Name

Last Name

Correspondence

1 - 5 of 5 results

	Record Number	Statement Number	Created Date	Creator	First Name	Last Name	Assignment Code	Subject
<input type="radio"/>	3	20167756	01/12/2021 19:16	allroles107	Test6	User6		Fleet Conve
<input type="radio"/>	2		04/04/2011 17:40	878008runbatchconvbaar	Conversion	701864		
<input type="radio"/>	2	20167756	01/12/2021 19:08	allroles107	Test6	User6		Fleet Conve
<input type="radio"/>	1		10/01/2006 00:00	878008runbatchconvbaar	Conversion	665590		
<input checked="" type="radio"/>	1	20167756	01/12/2021 19:00	webmethvss	Test6	User6		FLTCONVE

...

4.7 Debt Accounts (Claims)

A claim is any debt/money owed to GSA arising from non-billing actions. Claims are established for non-Federal debtors for the amount of money owed to GSA. For example:

- GSA rents a vehicle to a Federal customer that is damaged in an accident involving a non-Federal person. In this example, GSA would establish a claim to collect for the accident damages from the non-Federal person.
- GSA submits an erroneous payment to a non-Federal vendor and must attempt to collect the amount of the payment. In this example, GSA would establish a claim to collect the erroneous payment amount from the non-Federal vendor.

Claims are initiated in Pegasys through the processing of a Debt Account (DA) document. This action establishes a Debt Account Entity. Subsequent financial transactions such as collections, refunds, debit vouchers and write-offs then post against the Debt Account Entity. The Debt Account provides the ability to establish and manage claims in Pegasys and record the financial impact in the Pegasys General Ledger. Debt Accounts additionally provide the ability to record the Debtor and related address information on the claim. The Debtor is stored in Pegasys as the Vendor Code/Vendor Address Code associated to the Debt Account.

Optionally, the Debt Account may contain a payment schedule based on a Promissory **NOTE**: If GSA has agreed to payment terms with a debtor and received a signed/notarized Promissory **NOTE**: The payment schedule will be defined by the Amortization Schedule associated with the Debt Account.

GSA claims can be classified as Revenue or Expenditure claims. Expenditure claims are identified by recording the Sub-Object Class (SOC) accounting dimension (i.e., Vendor, Payroll, Early Termination claims). Revenue Claims are identified by recording the Revenue Source Code (RSC) accounting dimension (i.e., Vehicle, Property Damages, IFF claims).

4.7.1 Debt Accounts (Claims) Lifecycle

Establishing the Claim in Pegasys:

The Debt Account (DA) document is similar to the Billing Document (BD), where GSA can apply Collections against the DA, overdue charges can be assessed when a debtor does not pay on time, referrals can be sent when GSA is unable to collect, and GSA can process write-offs when it is anticipated a collection will not be received. The Debt Account is different from the Billing Document, because DAs provide the ability to record flexible payment terms (Amortization Schedule/Promissory Note), which allows monthly payments of principal and interest over a pre-defined period of time.

The Debt Account (DA) document will be created via:

- Interface: Vehicle Claims Interface (Form Import) with the Comprehensive Accident Reporting System (CARS)
- Manual Entry: The user manually processes a DA Document to initiate the claim for all other claim types

Debt Account Entity and Query:

Upon processing of the Debt Account document, the Debt Account Entity is established. All updates to the Debt Account Entity are viewable via the Debt Account Query. All activity for a given claim references the Debt Account Entity, NOT the Debt Account document.

The Debt Account Entity will be referenced by downstream transactions, including:

- Amendments to the Debt Account Entity itself
- Cash Receipts (Collections, Write-Offs, Debit Vouchers)
- Itemized Payments (Debtor Refunds)

First Demand Letter Generation:

Once the Debt Account is created, the first demand letter is generated, either externally (directly from the affiliated GSA program office) or directly through Pegasys, and sent to the debtor. The first demand letter for claims initiated from the Region 6 Program Offices will be generated and

sent via the Program Office and not by Pegasys. All other Region 6 claims and all Region 7 claims will generate the first demand letter via Pegasys.

Receiving Collections from Debtor:

Debtor payments can then be processed as collections against the Debt Account Entity through the following methods:

- Lockbox
- Pay.gov via CIR
- Manual Entry (Check, EFT, Cash, etc.)

As debtor payments are received, the related “Collected” and “Outstanding” buckets are updated on the referenced Debt Account Entity. The Pegasys documents used to process the collections can also be viewed directly from the Debt Account Entity.

Amortization Schedule and Promissory Note:

Optionally, the debtor may request repayment terms to be established via a Promissory Note. The Promissory Note contains a detailed installment payment schedule including:

- The number of payments due
- The interest rate and cumulative interest to be paid for each payment
- Principal amount
- Interest amount
- Due date

GSA requires that the debtor sign, notarize, and return the Promissory Note, resulting in a legally binding document defining the terms and conditions of the debt repayment agreed upon by GSA and the debtor.

Delinquency:

The Repayment Status is tracked and overdue charges can be assessed (AROVERDUE batch job) if the debtor does not pay on time.

Pegasys will generate any subsequent Dunning Notices 30 days after the First Demand Letter is sent to the Debtor (ARDUNNING batch job) if the debtor does not pay by the specified due date. Dunning notices are sent periodically (every 30 days) to debtors displaying the outstanding principal, interest, penalty and administrative charges.

In certain instances, disputes may be recorded against the Debt Account. This will temporarily suspend any overdue charges and dunning notices generated until the associated dispute is resolved. The dispute is recorded by setting the Debt Appeal Forbearance Flag/Date on the Debt Account’s accounting line.

If the Debt Account remains outstanding, the debt may be referred, thus initiating the Treasury referral process. Debts are referred to outside entities (CSNG) via the Accounts Receivable Referral Selection (ARREFERSEL) and Treasury Referral External Offset Generation (ARTREOEX) batch jobs.

The user may also determine a Debt Account is uncollectable:

- Receive notice from Treasury via referral process
- Direct communication with the Debtor

The Write-Off Selection batch job identifies debts eligible to be written-off. Eligibility is determined by the Accounts Receivable Options settings.

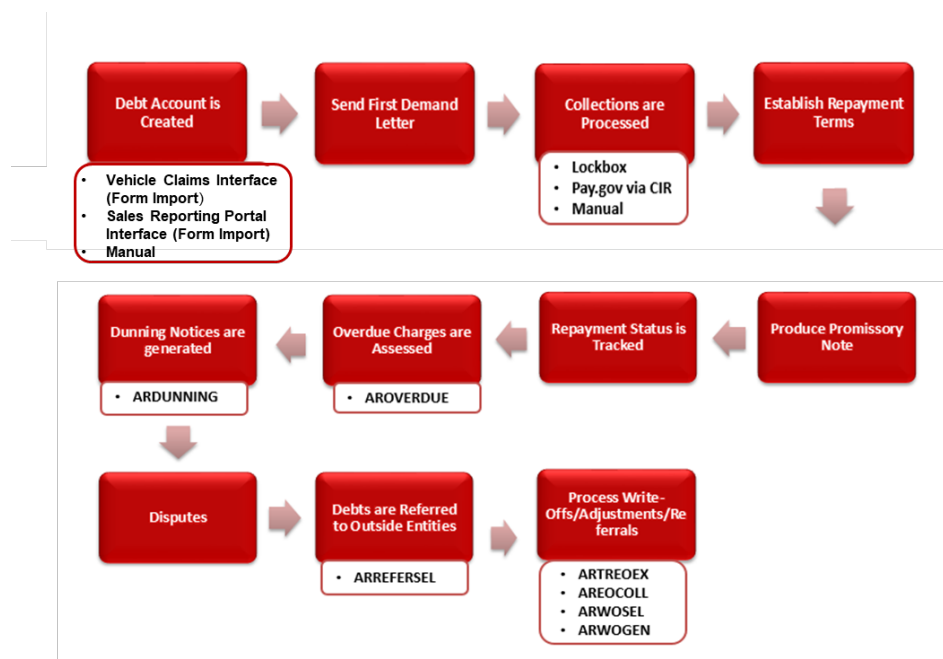
Once an outstanding debt is selected by the Write-Off Selection batch job, users may query the eligible records via the Write-Off Entry Query. Users may perform the following actions on the Write-Off Entry query:

- Query Debt Accounts determined to be eligible for Write-Off
- Authorize/Approve Write-Off Entry records

The Write-Off Generation batch job generates Write-Off Cash Receipts for authorized records on the Write-Off Entry Query. Users may also choose to manually enter write-offs recorded on the Write-Off Entry Query. The Cash receipt with line type = 'Write-Off' will close the Debt Account's outstanding receivable balance.

The Figure below captures the general flow of the Debt Account Lifecycle. **NOTE:** Not all claims are subject to each step.

Figure 174: Debt Account Lifecycle



The debt account lifecycle is further explained in the steps below:

1. The Debt account lifecycle starts with the debt account being created via the Vehicle Claims Interface (Form Import), the Sales Reporting Portal Interface (Form Import) or manually.
2. The next step is sending the first demand letter.
3. The collections are then processed via either lockbox pay.gov via CIR or Manual.
4. Establish Repayment Terms
5. Produce promissory note
6. Repayment status is tracked
7. Overdue charges are assessed via AROVERDUE batch job
8. The dunning notices are then generated via ARDUNNING batch job
9. The next step is disputes and then debts are referred to outside entities via ARREFERSEL batch job.
10. The final step is process write-offs/adjustments/referrals via ARTREOEX, AREOCOLL, ARWSOSEL, and ARWOGEN batch jobs.

4.7.2 Establishing a Debt Account

The establishment of a claim in Pegasys is recorded with a Debt Account (DA) document. Debt Accounts are established for non-Federal debtors for the amount of money owed to GSA. GSA's Debt Account documents will reference a single Debtor, though Pegasys does provide the option to record more than one Debtor on a single Debt Account Entity (defined as a "joint and several" debt). The Debtor information is stored on the Debtor tab.

The processing of the Debt Account (DA) document in Pegasys can be achieved either manually or via the automated Vehicle Claims interface. Claims will be recorded by the processing of one of the following Debt Account Document Types:

- D6M - Region 6 Claims - Manual
- D7M - Region 7 Claims - Manual
- DAV - Region 6 Vehicle Claims Interface
- SRP - Region 6 IFF Claims Interface

GSA distinguishes Region 6 and Region 7 Claim Types using the Receivable Type value. The Receivable Type allows for the delineation between Expenditure and Revenue Claims.

- Region 7:
 - o Expenditure Claims: FRCLAIMR7, LDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, UCCLAIMR7
 - o Revenue Claims: CDCLAIMR7, PRCLAIMR7, STCLAIMR7

- Region 6:
 - o Expenditure Claims: VNCLAIMR6, PRCLAIMR6, ECCLAIMR6
NOTE: Region 6 FedPay/TAP/AutoPay claims will null post via the flexible Transaction Definition configured for the FPCLAIMR6, TACCLAIMR6, and APCLAIMR6 Receivable Types.
 - o Revenue Claims: WSCLAIMR6, VEHCLAIM, ADCLAIMR6, AUCLAIMR6, FICCLAIMR6, IFCLAIMR6, LDCLAIMR6

Expense Reclassification Process:

For specific Claim Types, both Region 6 and Region 7 perform expense reclassification via the processing of an IP document, Document Type = PU. The expense reclassification contains the following 2 accounting lines:

1. Credit line referencing original order that incurred erroneous charge
2. Expense reclassification line that does not include a document reference

The Debt Account Number must be populated in the Claim Number field on each accounting line of the PU document.

The following Claim Types utilize the expense reclassification process:

- Region 6:
 - o VNCLAIMR6, FPCLAIMR6, TACCLAIMR6, ECCLAIMR6, APCLAIMR6
- Region 7:
 - o ALL Claim Types

PAR Receivable Reversal Process:

Region 6 Payroll Claims (not External Services) utilize the PAR Receivable Reversal process. For claims with a Receivable Type value of PRCLAIMR6, users must manually process a Standard Voucher (SV), Document Type = D6A, to reverse the outstanding claim balance established by PAR. This process is performed to ensure the claim receivable is not double booked in PAR and Pegasys as result of processing the Debt Account document in Pegasys.

4.7.2.1 Debt Account Entity

When a Debt Account document is initially processed, a new Debt Account Entity is created for the unique Debt Account Number recorded on the document. For Region 7, this value will be equal to the last 13 digits of the Debt Account Document Number. For example, if the Document Number equals D7M2015110900001, the Debt Account Number would be 2015110900001. For Region 6, this value will be a unique 8-digit string generated/maintained outside of Pegasys. Once a Debt Account Entity is established in Pegasys, downstream processing activity referencing the Debt Account will be recorded. All activity recorded against the Debt Account

Entity is viewable via the Debt Account Query. All activity for a given Debt Account references the Debt Account **Entity**, **NOT** the Debt Account **document**.

Figure 175: Debt Account Entity Reference

The screenshot shows a form titled "Debt Account Information". It contains four input fields arranged in two columns. The first column has "Debt Account Number" and "Debt Account Line Number". The second column has "Depository Line Number" and "Payee Line Number". A red rectangular box highlights the first two fields in the first column.

Debt Account Information	
Debt Account Number	Depository Line Number
Debt Account Line Number	Payee Line Number

Debt Account Entity referencing transactions will include:

- Cash Receipts (Collections, Write-Offs, Debit Vouchers)
- Itemized Payments (debtor refunds and Treasury pulls for Cross-Servicing Fees)

Once the Debt Account Entity is established, users have the ability to update the Entity via the Amendment functionality in Pegasys.

Figure 176: Debt Account - Amend Document Button

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account / Debt Account

DEBT ACCOUNT

Debt Account Debtor Accounting Lines Supervisor

General

Debt Account Number 2021010500003

Vehicle Claim Debtor Name

Title

Number of Lines 1

Disbursing Office X0112

☐ Debt Account Canceled

Requested By

Currency USD

Security Org GSA

Debt Account Options

Debt Account Type Primary

☐ Require Billing Documents File

Amounts

Debt Account Activity

Initial Amount	Original Owed	Collected
	\$1,000.00	

Refresh Correct Document **Amend Document** Copy Forward To Billing Document Attachments (1) Documents

Each Amendment is tracked/audited using a unique system-generated **Amendment Number**. The Debt Account Entity's **Amendment History** can be reviewed on the Debt Account Query's History tab. Users can also query the Debt Account Entity's history via the Debt Account Action History On-Demand report.

Figure 177: Debt Account History

Debt Account History

Debt Account History

1 - 1 of 1 results

Document Type	Document Number	Debt Account Line Number	Date
D7M	D7M2021010500003		01/05/2021

View Document 10 per page << < Page 1 of 1 > >>

[Go to top of Main Content](#)

4.7.3 Available Debt Account (DA) Document Types

Each claim entered in Pegasys will use a predetermined Debt Account (DA) document type. The document type is a configurable reference object on the Document Type maintenance table.

Pegasys will utilize three distinct Debt Account (DA) document types:

- D6M - Region 6 Claims - Manual
- D7M - Region 7 Claims - Manual
- DAV - Region 6 Vehicle Claims Interface
- SRP - Region 6 IFF Claims Interface

The Region 6 DAV document type is the only document type that is entered in Pegasys via an automated form import interface process. The other two available document types are manually entered in Pegasys via the Transactions → Accounts Receivable → New → Debt Account menu.

For a listing of DA Document Types, please refer to **BAAR User Guide 8 of 10, Section A.11.**

4.7.4 Debt Account (DA) -User-Defined Form Field Descriptions

User Defined fields (UDFs) provides a flexible means of configuring and utilizing specific fields that are important to GSA's business processes. There are a total of ten configurable UDFs at both the Header and Accounting Line level. Different UDFs are being configured based on the DA document types. The appendix listed below provides the list of the enabled UDFs for the four DA document types: DAV, DES, D6M, and D7M. The enabled UDFs are indicated by the word - "Yes".

The listing of User-Defined fields on the Debt Account (DA) Form is available at **BAAR User Guide 9 of 10, Section B.9.**

4.7.5 Automated Methods to Create Debt Accounts (DA)

Vehicle claims are automatically entered into Pegasys via the Vehicle Claims Interface Form Import batch process. The interface process is initiated by the GSA Comprehensive Accident Reporting Systems (CARS), which submits a flat file containing Debt Account data values in the pre-defined interface format. Selected fields within this file are encrypted because they may contain Personally Identifiable Information (PII).

CARS transmits the file to the FMESB using sFTP. The FMESB performs file validations and the appropriate data reformatting before sending the file to Pegasys to be processed by the Batch Controls and Form import batch processes. If the file fails validation, the FMESB sends a File Reject Notification email, which includes a Reformatting Process Report (error messages), to a configured email address.

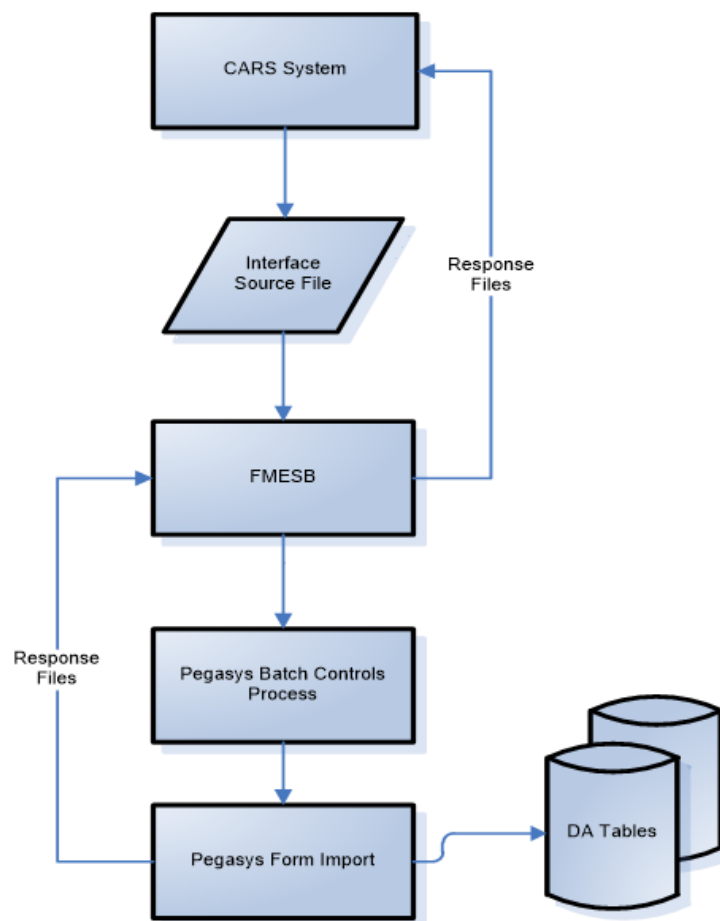
The Form Import process allows Pegasys to receive debt account records from CARS. The Form Import Batch Job ID in Pegasys is VHCLMGSIMPORT. The Form Import Process reads a file containing transactions from CARS and creates forms in the Pegasys application. When the forms are processed using Form Import, they are subject to the same edits and perform the same updates as if they were entered directly into Pegasys via manual document processing. If the forms are valid, they become Debt Account (DA) documents within Pegasys and post to the general ledger as configured. Pegasys also generates the Debt Account Entity at this time.

The Vehicle Claims Interface creates Debt Accounts with Doc Type = DAV. Users may review the generated DAV Debt Account document via the Form/Document Selection Query.

Once Pegasys has run the Form Import batch process, the batch execution report, containing processing messages and error messages, is returned to CARS via the FMESB. Two additional output files, Accepted Documents and Rejected Documents, are also sent to CARS via the FMESB. These files contain the Document Type/Number of record sets processed successfully in Pegasys and the Document Type/Number with error messages for records sets which were not imported.

Below is a diagram that illustrates the main high-level processing steps of the Vehicle Claims Interface.

Figure 178: Vehicle Claims Interface Process Overview Diagram



The Vehicle Claims interface process is further explained in the steps below:

1. The process begins at the CARS System which sends the interface source file to FMESB.
2. The FMESB sends a response files back to the CARS System.

3. The Pegasys Batch Control Process as well as Pegasys Form Import and the DA tables are updated.
4. Response files are sent back to the FMESB.

4.7.6 Manual Creation of Debt Account (DA)

Debt Accounts will be created in Pegasys via either the Automated Claims interface or manual entry. Manual entry of Debt Account (DA) documents will be processed using the following document types:

- D6M- Region 6 Claims - Manual - D6M
- D7M- Region 7 Claims- Manual - D7M

The following tabs on the Debt Account (DA) document will be used:

- Header
- Debtor
- Accounting Line
- Correspondence

The following steps describe how a manual Debt Account (DA) is processed in Pegasys:

Steps to Create an Accounts Receivable Debt Account (DA) Form

1. Navigate to Transactions → Accounts Receivable → New → Debt Account.
2. Enter the **Document Type**.

NOTE: For Manual Debt Account entry, only the following document types will be used:

- a. D6M
- b. D7M

Select the **Generate** button to create a system-generated **Document Number**. A unique Document Number will be populated in the Document Number field.

NOTE: Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

3. Select the **Finish** button.

The new Debt Account form creation screen is displayed.

4. Enter a unique **Debt Account Number**.

Figure 179: Header Account Page - Debt Account Number

Header

HEADER

Header Debtor Accounting Lines Supervisors Approval Routing Memos ...

General

Document Type	D7M R7 Claims-Manual	Orig Document Date	01/05/2021
Status	PROCESSED	Last Document Date	01/05/2021
Document Number	D7M2021010500003	Accounting Period	04/2021
Debt Account Number	2021010500003	Reporting Accounting Period	04/2021
Debt Account Name		Last Batch Number	
Title		Document Classification	
Disbursing Office	X0112	Security Org	GSA
Requested By		Last Modification Number	0
Created by	allroles162	<input type="checkbox"/> Suppress Printing	
Last Modified by	allroles162		

Amounts

Initial Amount:	\$1,000.00
Discount Amount:	\$0.00

Amendment History View in Fund Currency Add Shortcut Attachments Print Route ...

NOTE: Ensure the Disbursing Office is populated: This field should default based on the document type, but is required because the system identifies which ALC the debt account is associated with when referring an outstanding DA to Treasury based on the disbursing office.

5. Region 7 Claims ONLY - Enter the **Claim Type**. Valid values are PRG or GSA.
6. Optionally enter applicable values in the Header User Defined Fields.

NOTE: Refer to **BAAR User Guide 10 of 10, Section C.14** for a list of UDFs by Document Type

D6M Document:

Figure 180: D6M Document

User Defined Fields

Assignment Code	R6CLAIMS
PO Number	
Item # 1	
Item # 2	
Item # 3	
ITS Claim Reason	
Referral Options	

D7M Document:

Figure 181: D7M Document

The screenshot displays a web form titled "D7M Document". It is divided into two main sections, each with a minus sign icon and a title. The first section, "External System Information", contains two fields: "Claim Type" with a dropdown menu showing "GSA", and "External System Document Number" with an empty text input field. The second section, "User Defined Fields", contains two fields: "Assignment Code" with a dropdown menu showing "R7CLAIMS", and "Debt Account Type" with a dropdown menu showing "LEASE". A red asterisk is positioned to the left of the "Debt Account Type" label. Below the "Debt Account Type" label is the word "Detail".

External System Information	
Claim Type	GSA
External System Document Number	

User Defined Fields	
Assignment Code	R7CLAIMS
* Debt Account Type	LEASE
Detail	

7. Navigate to the **Debtor** tab.
8. Enter the Non-Federal **Vendor Code** and **Vendor Address Code** of the Debtor associated to the Debt Account.

NOTE: Users will only record a single Vendor Code on the Debtor tab.

NOTE: For **DAV Vehicle Claims**, the ID Number is relabeled as **Insurance Claim Number** and populated with a value via the Vehicle Claims Interface.

ALTERNATE PROCESS FLOW: At times, a “dummy” miscellaneous vendor code is used instead of a vendor code associated with the Debtor (e.g., Vehicle Claims.)

In this case, the miscellaneous vendor code/address code is entered in the Vendor Code/Address Code fields and the user manually enters the Debtor Information under the **More** button.

Figure 182: Debtor

Header / Debtor

DEBTOR

Header Debtor Accounting Lines Supervisors Approval Routing Memos

1 - 1 of 1 results

Vendor Code	Address Code	Name	Debt Account Group	Debt Account Group Name	ID Number
320368823	00001	OLYMPIA TOWERS ACQUISITION COMPANY, LLC	R7CLAIMS	Region 7 Claims	

10 per page << > Page 1 of 1 >>

Vendor

Vendor 320368823 00001 More

Address Name OLYMPIA TOWERS ACQUISITION COM

Debt Account Information

Group

Code R7CLAIMS More

Name Region 7 Claims

ID Number

Amendment History View in Fund Currency Add Shortcut Attachments Print Route

ALTERNATE PROCESS FLOW: Select the 'More' button for Miscellaneous Vendors and enter the applicable information.

Select the applicable TIN Type (SSN, EIN, or ITIN).

Populate the TIN in the format XXXXXXXXXX.

Figure 183: Debtor Page - Vendor Information

Vendor Address

Vendor NNF000000 00001

Standardized Format Yes

Address Active Status Active

Vendor Address Type Mailing Address

* Address Name NON-FEDERAL

* Address Line 1 xxxxxx

* City WASHINGTON

State DC

Postal Code 20405

County

Country US

AAC/DODAAC

TIN Type SSN

* TIN

IPP Enabled

Phone

Fax

Email

Contact

Title

UEI

DUNS

EFT Indicator

SAM Enabled

VCSS Vendor

Currency Code USD

9. Select the Accounting Lines tab.

10. Select the **Add** button.

The Accounting Line page is displayed.

Figure 184: Debit Account - Accounting Line

Pegasys / Transactions / Accounts Receivable / New / Debt Account / Header: D7M R7 Claims-Manual D7M2021031800000 NEW FULL FORM / Accounting Lines / Accounting Line

Header Debtor Accounting Lines Supervisors Approval Routing Memos ...

ACCOUNTING LINE

Accounting Line Charge Lines Depository Lines Payee Lines

Item 1 of 1

Expand All Collapse All

General

Line Number 1

* Debt Account Line Number 1

Transaction Type 01

* Status Active

Priority

Control Level None

Start Date

First Demand Letter Generated Date

Original Accounting Period

Public Law Number

IPA Deferred Date

Assess Current Period IPA

Exclude from Internal Offset

Exclude from External Offset

Spend and Reimburse Within Fund

11. Enter '1' in the **Debt Account Line Number** field.

12. Enter a **Transaction Type** = 01.

13. Enter the date the First Demand Letter was sent to the Debtor in the following fields:

- Start Date
- First Demand Letter Generated Date
- Interest Begin Date
- Penalty Begin Date
- Admin Begin Date

Figure 185: Debit Account - Accounting Line Fields

Header Debtor Accounting Lines Supervisors Approval Routing Memos ...

ACCOUNTING LINE

Accounting Line Charge Lines Depository Lines Payee Lines

Item 1 of 1

General

Line Number 1

* Debt Account Line Number 1

Transaction Type 01

* Status Closed

Priority

Control Level None

Start Date 10/26/2016

First Demand Letter Generated Date 10/26/2016

Original Accounting Period 01/2017

Public Law Number

IPA Deferred Date 10/26/2016

Assess Current Period IPA

Exclude from Internal Offset

Exclude from External Offset

Spend and Reimburse Within Fund

Overdue Configuration

* Assess Interest On DA

Interest Type INTR7CLM

Interest Assessment Model Fixed

Interest Rate 1.000

Interest Begin Date 10/26/2016

Interest Cutoff Date

Accelerated Balance Amount \$0.00

* Assess Admin Charges On DA

Administrative Charge Type ADMINR7CLM

Admin Begin Date 10/26/2016

* Assess Penalty On DA

Penalty Type PENR7CLM

Penalty Begin Date 12/01/2016

Assess Penalty on Amortization Schedule

14. Enter the **Principal Line Amount**.
15. Enter the Claim **Receivable Type**.
16. Enter a valid **Accounting Template**.
17. Select **Default**.

NOTE: The accounting dimensions associated to the accounting template are automatically populated in the Accounting Dimensions section.

18. Enter a valid **Sub-Object Class** or **Revenue Source Code**.
19. **NOTE:** Refer to **Section 4.7.2** to determine whether to populate the SOC, RSC, or neither.

Figure 186: Debit Account - Accounting Dimensions

20. Enter text to appear on the Demand Letter/Dunning Notice in the Comments to Print box.
21. Set the Print Comments on Dunning Letter flag equal to True.
22. Enter a valid claim's Text Code.

Text Code = **R6POCLAIMS**

- a. Receivable Type(s): ADCLAIMR6, AUCLAIMR6, APCLAIMR6, ECCLAIMR6, FPCLAIMR6, FICCLAIMR6, IFCLAIMR6, LDCLAIMR6, TACCLAIMR6, VEHCLAIM

Text Code = **R6PRCLAIMS**

- b. Receivable Type(s): PRCLAIMR6

Text Code = **R6CLAIMS**

- c. Receivable Type(s): VNCLAIMR6, WSCLAIMR6

Text Code = **R7CLAIMS**

- d. Receivable Type(s): PRCLAIMR7, FRCLAIMR7, LDCLAIMR7, CDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, STCLAIMR7, UCCLAIMR7

Figure 187: Printing Information

— Printing Information

Comments To Print

This letter follows up on the demand letter sent by Roger Perrault, Contracting Officer on 02/04/2020 demanding payment in the amount of \$15,504.61 on Lease LDC12536. For more information please contact: roger.perrault@gsa.gov.

☒ Dunning Print Flag

☒ Print Comments On Dunning Letters

Text Code

R7CLAIMS ☆

23. Select the applicable TROR Category.

Commercial can be used with TIN Type of SSN, EIN, or ITN.

Consumer can be used with TIN Type of SSN or ITIN.

Must match Consumer/Commercial Debt field value.

24. Select DMS Debt Classification.

Standard value is **MD-Miscellaneous Debt**.

25. Select DMS Debt Type = **Administrative**.

26. Select the applicable Consumer/Commercial Debt.

CM-Commercial can be used with TIN Type of SSN, EIN, or ITN.

CN-Consumer can be used with TIN Type of SSN or ITIN.

Must match TROR Category value.

Figure 188: DMS Debt Information

— DMS Debt Information

TROR Classification

Administrative

TROR Category

Commercial

DMS Debt Classification

MD-Miscellaneous Debt

DMS Debt Type

AD-Administrative Debt

Consumer/Commercial Debt

CM-Commercial

Secured Type

27. Optionally enter valid values in the Accounting Line User Defined Fields.

Refer to **BAAR User Guide 10 of 10 Appendix C14** for a full listing of UDFs by document type.

D6M Document:**Figure 189: D6M - User Defined Fields**

— User Defined Fields

Sales Office Number

Sale Number

41Q15963

Labor Flag

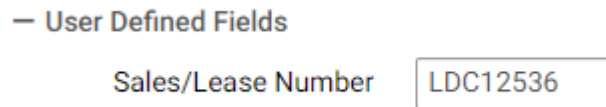
Sep Date

GSA Contract Number

Commodity Code

ACO Zone

ACO Code

D7M Document:**Figure 190: D7M - User Defined Fields**

28. Select the **Save** button.

29. Select the **Verify** button.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG

(<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

30. Select the **Submit** button.

4.7.7 Query Debt Account (DA)

There are several queries available in Pegasys that can be used to research Debt Accounts. Regardless of which query is used, query performance is improved when users enter as much known information as possible, such as Debt Account Number, Insurance Claim Number, Document Type, Claim Type/External System ID, etc.

Users will primarily utilize the following queries when researching the Debt Account in Pegasys:

- Debt Account Query
- Debt Account by Debt Account Group Query

Debt Account Query

The Debt Account query provides a single location to obtain information regarding all DAs in the system. The Debt Account Query is the user's primary resource for managing/tracking the claim after the Debt Account document has been processed to initiate the claim. All activity for a given Debt Account references the Debt Account Entity, NOT the Debt Account document.

The Debt Account Query allows users to seamlessly perform the following functions against the Debt Account Entity:

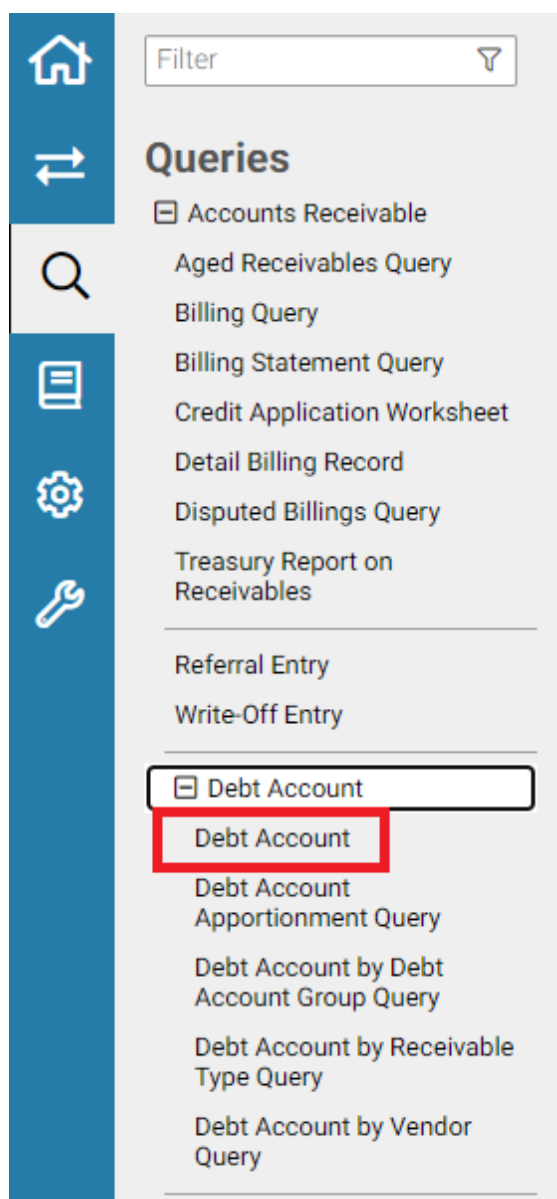
- Review a snapshot of the Debt Account Entity, including original amounts owed, amounts collected, amounts outstanding, overdue charges, etc.
- Review all Pegasys transactions referencing the Debt Account Entity
- Update the Debt Account from the Query

- o The user performs updates to the Debt Account Entity via Amendments initiated from the Debt Account Query
- Initiate Collections transactions
- View and Add attachments

Accessing the Debt Account query can be accomplished by using the following path:


Queries → Accounts Receivable → Debt Account → Debt Account

Figure 191: Debt Account Navigation



- To search for DAs, enter applicable search criteria and select the **Search** button.

Figure 192: Debt Account Fields

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account 

Debt Account

Search Criteria

Debt Account Number

Debt Account Group

Insurance Claim Number

Bank ABA/BIC

Debt Account Type

Status

Vendor

Payee Vendor

Amount

Title/ACT Number

Receivable Type

Claim Type/System ID

Document Type

Region

Building Number

Lease Number

Vehicle Claim Debtor Name

Available “Action” buttons on the Debt Account Query

Figure 193: Debt Account - Action Buttons

...

- **Refresh** - Updates the query with any changes processed to the Debt Account entity since the initial load/last refresh of the query.
- **Amend Document** - Allows users to update the Debt Account entity via the Amend action. Amendments allow users to update information populated on the DA, e.g., amounts, associating Amortization Schedules, etc., and provide audit tracking.
- **Copy Forward To** - Allows users to copy forward from the Debt Account to a downstream transactions, e.g., Cash Receipt, Itemized Payment, etc.
- **Attachments** - Users may add attachments, e.g., Promissory Note, debtor correspondence, internal documentation, at the Debt Account Entity level via the Debt Account Query.
- **Documents** - Displays all documents that reference the Debt Account Entity. Allows users to limit search parameters to further define the search for any documents that reference the entity. **NOTE:** The Debt Account Number is automatically populated in the search criteria.

Figure 194: Debt Account Query Documents Button

Debt Account Document Query

Debt Account Document Query

Search Criteria

Document Type ☆

Pegasys Document Number

Accounting Line Number

Item Line Number

Debt Account Number ☆

Debt Account Line Number ☆

Depository Line Number ☆

Payee Line Number ☆

Accounting Event ☆

Accounting Period ☆

1 - 3 of 3 results

Accomplished Date	Document Type	Pegasys Document Number	Accounting Line Number	Item Line Number	Debt Account Number	Debt Account Line Number	Accounting Event	Accounting Period	Amount
<input checked="" type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018	1	AR12	07/2020	\$48,500.00
<input type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018	1	AR12	07/2020	(\$48,500.00)
<input type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018	1	AR12	06/2020	\$48,500.00

10 per page << Page 1 of 1 >>

[Go to top of Main Content](#)

- **History** - Displays the history of the Debt Account Entity, including the initial creation and subsequent amendments to the entity.

Figure 195: View Documents

1 - 3 of 3 results

Accomplished Date	Document Type	Pegasys Document Number	Accounting Line Number	Item Line Number	Debt Account Number
<input checked="" type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018
<input type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018
<input type="radio"/> 08/20/2019	IR6	IR6201908230454	1	0001	2020031700018

Debt Account Tab

- **Debt Account Number:**
 - This is the unique number identifying the Debt Account entity. The value is populated on the Debt Account document when the DA Entity is initially established. All amendments and downstream transactions will reference the Debt Account Number
- **Number of Lines:**
 - Indicates the number of accounting lines on the Debt Account entity

Figure 196: Debt Account Tab

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account / Debt Account

DEBT ACCOUNT

Debt Account Debtor Accounting Lines Supervisor

Expand All Collapse All

General

Debt Account Number: 2019062000011

Vehicle Claim Debtor Name:

Title: LVA00143

Number of Lines: 1

Disbursing Office: X0112

Debt Account Canceled: ☐

Requested By: tbuford

Currency: USD

Security Org: GSA

Debt Account Options

Debt Account Type: Primary

Require Billing Documents Flag: ☐

- Debt Account Activity
 - Displays Original, Collected, and Outstanding Principal and IP&A amounts
- Billing Activity
 - Will only utilize this section to record/view the ‘Write-Off’ column amounts
 - The first two columns are not used
- Payment Activity
 - Will only use the ‘Refunded’ column for amounts refunded to the Debtor
- Apportionment Activity
 - Will not utilize this section

Figure 197: Debt Account Tab - Billing Activity

Billing Activity

	Receivable	Unliquidated Receivable	Write Off
Principal Amount:	\$0.00	\$0.00	\$0.00
Interest Amount:	\$0.00	\$0.00	\$0.00
Admin Charges Amount:	\$0.00	\$0.00	\$0.00
Penalty Amount:	\$0.00	\$0.00	\$0.00
Total Amount:	\$0.00	\$0.00	\$0.00

Payment Activity

	Paid	Refunded	Payments Owed	Outstanding
Principal Amount:	\$0.00	\$0.00	\$0.00	\$0.00
Interest Amount:	\$0.00	\$0.00		
Total Amount:	\$0.00	\$0.00		

Apportionment Activity

	Apportioned	Refunded Apportioned	Available Unapportioned
Principal Amount:	\$0.00	\$0.00	\$0.00
Interest Amount:	\$0.00	\$0.00	\$0.00

Total Depository Available Amount: \$0.00

Available for Payment Principal Amount: \$0.00

Available for Payment Interest Amount: \$0.00

- Header User Defined Fields

- o Provides searchable/viewable UDF info for the DA
- External System Information
 - o Displays the External System ID/Claim Type associated to the DA
- Referral
 - o Will track the Treasury Servicing Referred Amounts
- Description
 - o Enter pertinent info, e.g., PU Document Number
- Referenced Amounts
 - o Will display the Internal Offset Amounts (if applicable)

Figure 198: Debt Account Tab - Header Field

Header Field - User Defined Fields

Assignment Code

R7CLAIMS

PO Number

Vehicle Tag Number

Item # 1

Item # 2

Item # 3

ITS Claim Reason

R7 Debt Account Type Detail / R6 Referral Options

LEASE

Header Field 11

Header Field 12

Header Field 13

Header Field 14

Header Field 15

Header Field 16

Header Field 17

Header Field 18

Header Field 19

Header Field 20

External System Information

Claim Type/System ID

P9IG

Referral

Collections Agency Referred Amount

\$0.00

Department Of Justice Referred Amount

\$0.00

Treasury Servicing Referred Amount

\$0.00

Other Referred Amount

\$0.00

External Offset Referred Amount

\$0.00

Referral Collected Amount

\$0.00

Description

Description

2019062000011

Extended Description

2019093 PU2019070100000 2019062000011 \$9,619.10

Referenced Amounts

External Offset Amount

\$0.00

Internal Offset Amount

\$0.00

[Go to top of Main Content](#)

Refresh

Correct Document

Amend Document

Cgpy Forward To Billing Document

Attachments (3)

Documents

Debtor Tab

Displays the debtor information associated to the Debt Account, including:

- Vendor Code
- Vendor Address Code
- Vendor Address and Contact Info

- Debt Account Group
- This value is pulled from the Debt Account Group maintenance table.
- Valid values are:
 - R6CLAIMS
 - R7CLAIMS
 - o Will use this field in conjunction with the Debt Account by Debt Account Group query to facilitate summary level search capabilities at the Debt Account Group level

Figure 199: Debtor Tab - Vendor Information

DEBTOR

Header **Debtor** Accounting Lines Supervisors Approval Routing Memos ...

Default Debt Account Group
Debt Account Group

1 - 1 of 1 results

Vendor Code	Address Code	Vendor Name	Debt Account Group	Debt Account Group Name	ID Number
NNFM00000	00001	IMPAC COMPUTER SUPPLIES INC	R6CLAIMS	Region 6 Claims	

10 per page << Page 1 of 1 >>

Expand All Collapse All

General

Vendor

* Vendor NNFM00000 00001

* Address Name IMPAC COMPUTER SUPPLIES INC

Debt Account Information

Group

Code R6CLAIMS

Name Region 6 Claims

ID Number

Figure 200: Vendor Information

VENDOR DETAILS

Vendor Address

Vendor NNFM00000 00001

Standardized Format Yes

Address Active Status

Vendor Address Type

* Address Name IMPAC COMPUTER SUPPLIES INC

* Address Line 1 535 LIBERTY AVENUE

* City JERSEY CITY

State NJ

Postal Code 07307

County

Country US

AAC/DODAAC

TIN Type

* TIN

☐ IPP Enabled

Accounting Lines Tab

The accounting lines tab allows users to query/view the information displayed on the DA Entity accounting line, including:

- Dunning Count/Amount
- Amortization Schedule
- Debt Appeal Forbearance Flag
- IP&A Begin Date and Type
 - o Users may also review the IP&A charge lines assessed on the Debt Account line.
- Comments to Print
- Receivable Type
 - o Records the Region 6/Region 7 Claim Type
- Debt Account Start Date
 - o Set equal to the First Demand Letter Generated Date
- First Demand Letter Generated Date
 - o The date the First Demand letter was sent to the Debtor

Figure 201: Accounting Line - General Section

Header / Accounting Lines / Accounting Line

Header Debtor Accounting Lines Supervisors Approval Routing Memos

ACCOUNTING LINE

Accounting Line Charge Lines Depository Lines Payee Lines History

Item 1 of 1

General

Line Number 1

Debt Account Line Number 1

Transaction Type 06

Status Active

Priority

Related Cost Type N/A

☐ Exclude from Internal Offset

☐ Exclude from External Offset

Control Level None

Start Date 04/03/2018

First Demand Letter Generated Date 04/03/2018

IPA Deferred Date 04/03/2018

☒ Assess Current Period IPA

Original Accounting Period 07/2018

☐ Spend and Reimburse within Fund Flag

- Interest, Admin, Penalty Begin Dates
 - o Set equal to the First Demand Letter Generated Date
- Interest, Admin Charges, Penalty Apply Date
 - o The last date IP&A was assessed against the DA Entity

Figure 202: Accounting Line Tab - Overdue Configuration

Overdue Configuration

Assess Interest On: DA

Assess Admin Charges On: DA

Assess Penalty On: DA

Interest Type: INTR6CLM

Interest: Fixed

Administrative Charge Type: ADMINR6CLM

Penalty Type: PENR6CLM

Interest Rate: 1.000

Admin Begin Date: 04/03/2018

Admin Charges Apply Date: 08/26/2018

Penalty Begin Date: 05/03/2018

Penalty Apply Date: 08/28/2018

Interest Begin Date: 04/03/2018

Interest Apply Date: 08/30/2018

Interest Cutoff Date:

Assess Penalty on Amortization Schedule: ☐

Accelerated Balance Amount: \$0.00

Accelerated Balance Due Date:

- Debt Account Activity
 - o Records Original, Collected, and Outstanding DA amounts
- Billing Activity
 - o Only use this section to record Write-Off amounts
- Apportionment Activity
 - o This section is updated by collections referencing the DA Entity, but this section will not be used
- Payment Activity
 - o Only use this section to record the Refunded amounts

Figure 203: Accounting Line Tab - Amounts Section

Amounts

Debt Account Activity

	Original Owed	Collected	Outstanding
Initial Amount	\$144.50		
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
Principal Amount	\$144.50	\$0.00	\$0.00
Interest Amount	\$0.60	\$0.00	\$0.00
Admin Charges Amount	\$40.00	\$0.00	\$0.00
Penalty Amount	\$2.16	\$0.00	\$0.00
Total Amount	\$187.26	\$0.00	\$0.00

Billing Activity

	Receivable	Unliquidated Receivable	Write Off
Principal Amount:	\$0.00	\$0.00	\$144.50
Interest Amount:	\$0.00	\$0.00	\$0.60
Admin Charges Amount:	\$0.00	\$0.00	\$40.00
Penalty Amount:	\$0.00	\$0.00	\$2.16
Total Amount:	\$0.00	\$0.00	\$187.26

Apportionment Activity

	Apportioned	Refunded Apportioned	Available Unapportioned
Principal Amount:	\$0.00	\$0.00	\$0.00
Interest Amount:	\$0.00	\$0.00	\$0.00

Payment Activity

	Paid	Refunded	Payments Owed	Outstanding
Principal Amount	\$0.00	\$0.00	\$0.00	\$0.00
Interest Amount	\$0.00	\$0.00		
Total Amount	\$0.00	\$0.00		

Total Depository Available Amount: \$0.00

Available for Payment Principal Amount: \$0.00

Available for Payment Interest Amount: \$0.00

- Accounting Dimensions
 - o Records the Accounting Template, Fund, BBFY, Program, Activity, Sub-Object Class, Revenue Source Code, etc.
- Referenced Amounts
 - o Includes the total Internal Offset amount recorded against the DA Entity
- Amortization Schedule
 - o Review any amortization schedule associated to the DA Entity

Figure 204: Accounting Line Tab - Accounting Dimensions

The screenshot displays the 'Accounting Line Tab - Accounting Dimensions' form. It is organized into three primary sections:

- Accounting Dimensions:** This section contains a grid of input fields for various accounting parameters. A red box highlights the top portion of this section, including fields for BBFY (2018), EBFY, Fund (285F), Region (06), Org Code (Q06SD000), Project Code, Activity (AF140), Sub-Object Class (LS2), Revenue Source, Sub Revenue Source, Location/System, Vehicle Tag #, Work Item, Lease #, Reimbursable Sub-Object Class, Cost Organization, YBA (2018), BETC, Cohort Yr, PRC, Program (GS91), Building #, and Reimbursable Sub Object.
- Referenced Amounts:** This section contains two input fields: 'External Offset Amount' and 'Internal Offset Amount', both of which are set to '\$0.00'. A red box highlights the 'Internal Offset Amount' field.
- Amortization Schedule:** This section includes an 'Amortization Schedule' dropdown menu and a 'View Amortization Schedule Query' button. A red box highlights the dropdown menu.

- Comments to Print
 - o Used by Region 6/Region 7 to include additional information to print to the Demand Letter/Dunning Notice not already included in the pre-configured text codes
- Dunning Print Flag/Print Comments on Dunning Letters
 - o Determine if the DA Entity is eligible for Dunning/to print comments
- Dunning Count/Last Dunning Date
 - o Allow users to review how many times and the last date on which the Debtor has been dunned
- Text Code
 - o Determines the text to be printed to the Demand Letter/Dunning Notice

Figure 205: Accounting Line Tab - Printing Information

— Printing Information

Comments To Print

☐ Dunning Print Flag

☒ Print Comments On Dunning Letters

Dunning Count

Last Dunning Date

Text Code

Due Process

Collection Due Process Notification Date ☐ Collection Due Process Notification

External Offset Due Process Notification Date ☐ External Offset Due Process Notification

Internal Offset Due Process Notification Date ☐ Internal Offset Due Process Notification

- Referral
 - o The Referral button allows users to review any referred Debt/important dates/amounts

Figure 206: Referral Button

— Referral

Agency Transaction Id

Adjustment Submitted

Agency Debt Id

Referral

Figure 207: Referral Page

DEBT ACCOUNT REFERRAL

Ok

Expand All Collapse All

— Referral

	Coll Agency	Dept Of Justice	Treasury Servicing	Other	External Offset
Destination	<input type="text"/>	<input type="text"/>	<input type="text" value="FEDDEBT"/>	<input type="text"/>	<input type="text"/>
Eligible For Referral	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>
Referral Date	<input type="text"/>	<input type="text"/>	<input type="text" value="09/27/2018"/>	<input type="text"/>	<input type="text"/>
Last Adjustment Referred Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Referred Amount	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$187.26"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Referred Amount with Treasury	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Referred Principal Amount with Treasury	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Referred Interest Amount with Treasury	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Referred Penalty Amount with Treasury	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Referred Admin Charge Amount with Treasury	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Status	<input type="text" value="eligible"/>	<input type="text" value="eligible"/>	<input type="text" value="rejected"/>	<input type="text" value="eligible"/>	<input type="text" value="eligible"/>
Status Date	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>	<input type="text" value="09/27/2018"/>	<input type="text" value="09/07/2018"/>	<input type="text" value="09/07/2018"/>
Collection Type Collected					<input type="text" value="\$0.00"/>
External Offset					<input type="text" value="\$0.00"/>
Referral Last Payment Date	<input type="text"/>				
External Offset Last Payment Date	<input type="text"/>				
Exclude IPA SB Records	<input type="text" value="F"/>				

- Debt Appeal/Forbearance Date/Flag
 - o Allows users to review DA Entity under dispute/having DAFF set equal to True
- Accounting Line User Defined Fields
 - o Provide additional detail specific to the Debt Account

Figure 208: Accounting Line Tab - Accounting Line User Defined Fields

The screenshot displays the 'Accounts Receivable Status' and 'Accounting Line - User Defined Fields' sections. The 'Debt Appeal/Forbearance Date' field is highlighted with a red box. The 'Accounting Line - User Defined Fields' section is also highlighted with a red box.

Field Name	Field Type
Debt Appeal/Forbearance Date	Date
Debt Appeal Forbearance	Flag
Foreclosure Date	Date
Foreclosure	Flag
Wage Garnishment Date	Date
Wage Garnishment	Flag
Rescheduled Date	Date
Rescheduled	Flag
Waived Date	Date
Waived	Flag
Suspended Date	Date
Suspended	Flag
Compromised Date	Date
Compromised	Flag
Closed Out Date	Date
Closed Out	Flag
Litigation Date	Date
Litigation	Flag
Bankruptcy Date	Date
Bankruptcy	Flag
Written Off Date	Date

Field Name	Field Type
Sales Office Number	Text
Sale Number	Text
Insurance Policy Number/Labor Flag	Text
Sep Date	Date
GSA Contract Number	Text
Commodity Code	Text
ACO Zone	Text
ACO Code	Text
Lease Vehicle Flag	Flag
Line Field 10	Text
GTAS R/D Indicator	Flag
Visa 41.1 Table 3-8	Text
MasterCard 41.1 Table 3-36	Text
Line Field 14	Text
Line Field 15	Text
Line Field 16	Text
Line Field 17	Text
Line Field 18	Text
Line Field 19	Text
Line Field 20	Text

- Charge Lines
 - o Users may review any associated Interest, Penalty, and/or Admin Charge lines on the accounting line
- Selecting the charge line and Selecting the Charge Line hyperlink opens the detail screen including:
 - Record Type (Interest, Penalty, or Admin Charge)
 - Transaction Type
 - Amounts
 - Accounting Dimensions

Figure 209: Accounting Line Tab (continued)

Charge Line

Item 2 of 3: 1 2 3

Expand All Collapse All

General

Record Type: Administrative Charge

Line Number: 1

Negotiated Amount Effective Date:

Currency: USD

Public Law Number:

Amounts

Late Payment Interest Amount: \$0.00

Amortized Interest Amount: \$0.00

Late Payment Admin Amount: \$40.00

Late Payment Penalty Amount: \$0.00

Negotiated Amount: \$0.00

Amount: \$40.00

Accounting Dimensions

Template: 2018-06-0850-R0600000-1E00-1E000

BBFY: 2018

EBFY:

Project Code:

Activity: 1E000

Location/System:

Vehicle Tag #:

Cost Organization:

YBA: 2018

Fund: 0890

Sub-Object Class:

Work Item:

BETC:

Region: 06

Revenue Source:

Lease #:

Cohort Yr:

Org Code: R0600000

Sub Revenue Source:

Reimbursable Sub-Object Class:

PRC:

Program: 1E00

Building #:

Reimbursable Sub Object:

Debt Account by Debt Account Group Query

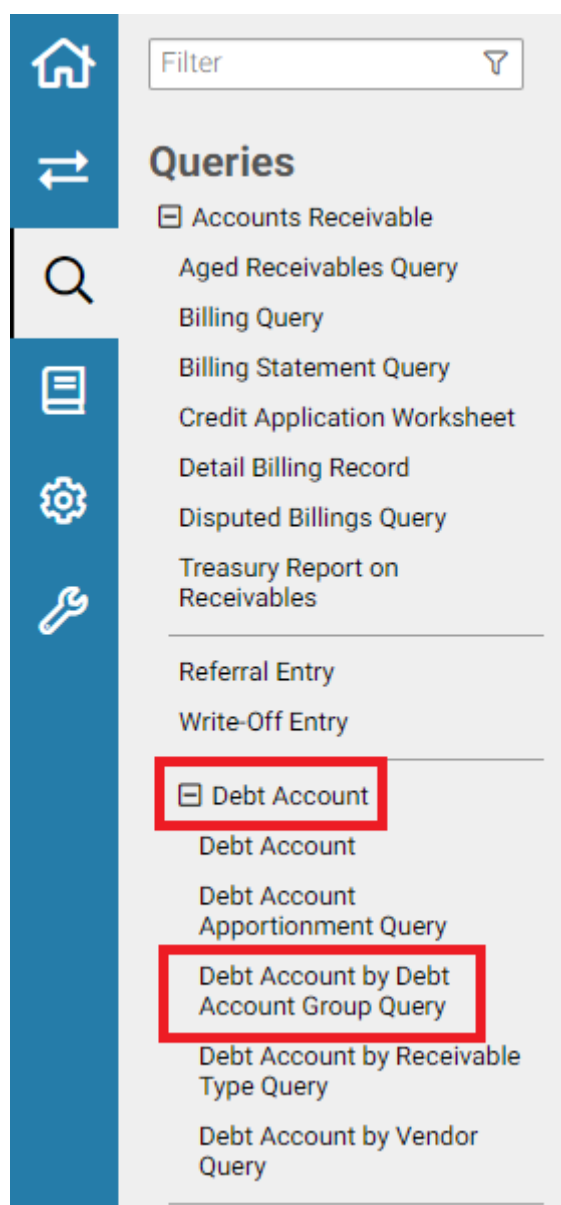
Users will also use the Debt Account by Debt Account Group Query to:

- Search all open claims by Debt Account Group, i.e., ESCLAIMS, R6CLAIMS, and R7CLAIMS.
- Review summary level Debt Account Group Detail information.
- Review all Debtors within the Debt Account Group.
- Review a Receivable Type Summary within the Debt Account Group.
- Obtain a listing of Debt Account Numbers associated to the Debt Account Group.
- Provides a direct link to the Debt Account Query

Accessing the Debt Account by Debt Account Group query can be accomplished by using the following path:


Queries → Accounts Receivable → Debt Account → Debt Account by Debt Account Group Query.

Figure 210: Accessing the Debt Account by Debt Account Group Query



- To search for DAs, enter applicable Debt Account Group and select the **Search** button.

Figure 211: Search for Debt Account

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account by Debt Account Group Query 

Debt Account by Debt Account Group Query

Search Criteria

Debt Account Group

Users may view summary level information at the Debt Account Group level by:

- Debt Account Group
- Debtor
- Receivable Type
- Debt Account Number

Figure 212: Debt Account Group Detail Tab

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account by Debt Account Group Query / Debt Account Group Detail

DEBT ACCOUNT GROUP DETAIL

Debt Account Group Detail Vendor Receivable Type Summary Debt Account Query

— Debt Account Group

Code

Name

Description

— Amounts

Debt Account Activity

	Original Owed	Collected	Outstanding
Initial Amount	<input data-bbox="529 1440 802 1465" type="text" value="\$287,584,091.24"/>		
Discount Amount	<input data-bbox="529 1467 802 1493" type="text" value="\$0.00"/>		
Surcharge Amount	<input data-bbox="529 1495 802 1520" type="text" value="\$0.00"/>		
Principal Amount	<input data-bbox="529 1522 802 1547" type="text" value="\$287,584,091.24"/>	<input data-bbox="824 1522 1097 1547" type="text" value="\$270,975,243.79"/>	<input data-bbox="1120 1522 1393 1547" type="text" value="\$16,608,847.45"/>
Interest Amount	<input data-bbox="529 1549 802 1575" type="text" value="\$388,156.42"/>	<input data-bbox="824 1549 1097 1575" type="text" value="\$250,187.03"/>	<input data-bbox="1120 1549 1393 1575" type="text" value="\$137,969.39"/>
Admin Charges Amount	<input data-bbox="529 1577 802 1602" type="text" value="\$39,985.38"/>	<input data-bbox="824 1577 1097 1602" type="text" value="\$17,441.38"/>	<input data-bbox="1120 1577 1393 1602" type="text" value="\$22,544.00"/>
Penalty Amount	<input data-bbox="529 1604 802 1629" type="text" value="\$1,496,352.82"/>	<input data-bbox="824 1604 1097 1629" type="text" value="\$805,057.50"/>	<input data-bbox="1120 1604 1393 1629" type="text" value="\$691,295.32"/>
Total Amount	<input data-bbox="529 1631 802 1656" type="text" value="\$289,508,585.86"/>	<input data-bbox="824 1631 1097 1656" type="text" value="\$272,047,929.70"/>	<input data-bbox="1120 1631 1393 1656" type="text" value="\$17,460,656.16"/>

Figure 213: Debt Account Summary Level Debtor Tab

Debt Account Group Detail Vendor Receivable Type Summary Debt Account Query			
Vendor Details			
1 - 10 of 3,298 results			
Vendor Code	Address Code	Name	Security Org
<input checked="" type="radio"/> 205943154	00001	BANK OF LOUISVILLE BUILDING LLC	GSA
<input type="radio"/> 261198299	00001	ARLINGTON PLAZA, LLC	GSA
<input type="radio"/> 203134127	00001	CIM URBAN REIT PROPERTIES III, L.P.	GSA
<input type="radio"/> 541408753	00002	DENISE PROPERTIES, LLC	GSA
<input type="radio"/> 630476286	00003	COMPASS BANK	GSA
<input type="radio"/> 133432327	00001	STERWICK DEVELOPMENT CORP.	GSA
<input type="radio"/> 216460044	00001	15721 CRABBS BRANCH WAY PTNSHP	GSA

Figure 214: Debt Account Summary Level Receivable Type Tab

Debt Account Group Detail Receivable Type Summary Debt Account Query	
Receivable Type Detail	
1 - 7 of 7 results	
Receivable Type	Receivable Type Name
<input checked="" type="radio"/> UCCLAIMR7	Region 7 Utility Credit Claims
<input type="radio"/> PRCLAIMR7	Region 7 Property Damages Claims
<input type="radio"/> DPCLAIMR7	Region 7 Duplicate Payment Claims
<input type="radio"/> STCLAIMR7	Region 7 Settlement Claims
<input type="radio"/> EPCLAIMR7	Region 7 Erroneous Payment Claims
<input type="radio"/> RSCLAIMR7	Region 7 Restitution Claims
<input type="radio"/> ETCLAIMR7	Region 7 Early Termination Claims

Figure 215: Debt Account Query Linkage via Debt Account Group Detail Query

Debt Account Group Detail Debt Account Query	
Search Criteria	
Debt Account Number	<input type="text"/>
Debt Account Line Number	<input type="text"/>
	<input type="button" value="Search"/>

1 - 10 of 5,538 results			
Debt Account Number	Debt Account Line Number	Debt Account Name	Debt Account Type
<input checked="" type="radio"/> CLA15048	1		Primary
<input type="radio"/> CLA14571	1		Primary
<input type="radio"/> CLA14905	1		Primary
<input type="radio"/> CLA13288	1		Primary
<input type="radio"/> CLA14058	1		Primary
<input type="radio"/> CLA12694	1		Primary
<input type="radio"/> CLA14968	1		Primary
<input type="radio"/> CLA13510	1		Primary
<input type="radio"/> CLA15497	1		Primary
<input type="radio"/> CLA15436	1		Primary

<input type="button" value="Details"/>	10 per page	<< < Page 1 of 554 > >>
--	-------------	-------------------------

4.7.8 Amortization Schedules and Promissory Notes

In certain instances, the Debtor associated to an outstanding debt will request a payment schedule. If GSA accepts, the request for a payment schedule initiates the necessity to establish an Amortization Schedule and produce a Promissory Note, which is later sent to the debtor to be signed and notarized. The Amortization Schedule is created and maintained on a Pegasys Reference table where users have the option to create, modify, and view individual payment schedules. The Amortization Schedule reference table allows users to define the terms of the payment schedule, including payment periods, payment installations, and interest.

4.7.8.1 Define Amortization Schedule and Generate Promissory Note

Amortization Schedule Definition

The Amortization Schedule is created and maintained on a reference table housed in Pegasys containing the payment terms defined by the legally binding payment schedule entered into between GSA and the Debtor. Included in the Amortization Schedule are the principal and interest allocation of each monthly payment, the total principal and interest that will be paid over the life of the debt. The payment schedule details each periodic payment as generated by an amortization calculator.

While a portion of every payment is applied towards both **interest** and the **principal balance** of the loan, the exact amount applied to principal each time varies (with the remainder going to interest). The amortization schedule defines the specific monetary amount put towards interest, as well as the specific amount put towards the principal balance, with each payment. Initially, a larger portion of each payment is devoted to interest. As the loan/debt matures, larger portions go towards paying down the principal.

Promissory Note Definition

The Promissory Note is a financial instrument that contains a written promise by one party to pay another party a definite sum of money via a predefined schedule. The promissory note contains all the terms pertaining to the indebtedness by the issuer to the note's payee, such as the amount, interest rate, maturity date, date and place of issuance, and issuer's signature. The Promissory Note is a legally binding document establishing payment terms between GSA and the Debtor issued the Promissory Note.

Once an Amortization Schedule is established, it is associated to the Debt Account Entity in order to generate the Promissory Note. The Promissory Note report is generated through the On-Demand reports utility. The Promissory Note report contains a detailed installment payment schedule with the number of payments, amount of the payments due, and the due dates. The report shows the principal amount of the note, the amount of interest being paid, the interest rate, and any penalty and/or administrative charges that may apply to the note.

After the Promissory Note report is generated, the Amortization Schedule reference is removed from the associated Debt Account Entity because it has not been “activated” at this time. The Promissory Note does not take effect until the debtor returns the note with their signature and a notarization.

Once the debtor signs, notarizes, and returns the note to GSA, the Promissory Note becomes a legally binding document between GSA and the debtor. At that time, the signed/notarized Promissory Note is attached to the Debt Account and the Amortization Schedule noted above is re-associated to the Debt Account, thereby activating the Promissory Note.

4.7.8.2 Steps to Create an Amortization Schedule

An Amortization Schedule is generated when GSA agrees to a Debtor's request of flexible payment terms related to an outstanding debt. The Amortization Schedule is established in Pegasys by creating a new record on the Amortization Schedule reference table. The Amortization Schedule reference table allows GSA to define the terms of the payment schedule, including payment periods, payment installations, and interest. The following steps describe how to create a unique Amortization Schedule in Pegasys.

Steps to Create an Amortization Schedule:

1. Navigate to Reference → Accounts Receivable → Amortization Schedule.

The Amortization Schedule reference table is opened successfully.

2. Select **New** to generate a new Amortization Schedule.

Figure 216: Amortization Schedule - New Button

The screenshot shows the Pegasys interface for the Amortization Schedule. The breadcrumb trail at the top reads: Pegasys / Reference / Accounts Receivable / Amortization Schedule. The main section is titled 'Amortization Schedule'. Below this, there is a 'Search Criteria' section with several input fields: Code (highlighted with a red box), Name, Short Name, Status (a dropdown menu), Security Org, Debt Account Number, and Debt Account Line Number. To the right of these fields is an 'Effective Dates' section with 'Start Date' and 'End Date' input fields. Below the search criteria is a 'Search' button (highlighted with a red box) and a 'Clear' button. Below the search section, it says 'No results'. At the bottom of the interface, there is a table with columns: Code, Name, Short Name, Debt Account Line Number, Status, Debt Account Line Number, Start Date, End Date, and Security Org. Below the table, there is a 'New' button (highlighted with a red box) and 'Copy' and 'Delete' buttons. On the right side of the bottom bar, there is a '10 per page' dropdown menu and a 'Page 1 of 1' indicator.

3. Enter a unique value in the Amortization Schedule **Code** field.

NOTE: The maximum length of the Code value is 10 characters.

4. Populate the **Name**.
5. Enter a Description.

Figure 217: Amortization Schedule - General Information

Pegasys / Reference / Accounts Receivable / Amortization Schedule / **Amortization Schedule**

AMORTIZATION SCHEDULE

[Amortization Schedule](#) | [Amortization Schedule Versions](#)

General

* Code JS12345678

* Name JS12345678

Short Name

Status Active

* Security Org

Debt Account Number

Debt Account Line Number

Effective Dates

Start Date

End Date

Description

Description

Payment schedule to generate Promissory Note for Debtor ABC

NOTE: The Debt Account Number and Debt Account Line Number fields are disabled and cannot be populated when creating the Amortization Schedule. Rather, after the Amortization Schedule is added to the associated Debt Account document via an Amendment, these fields will then automatically populate and record the associated Debt Account information.

NOTE: Although the Security Org field is required, it does not need to be populated by the user. Rather, the field will be auto-populated by the system upon selecting Save.

- Navigate to the **Amortization Schedule Versions** tab.

Figure 218: Amortization Schedule Versions tab

[Amortization Schedule](#) | [Amortization Schedule Versions](#)

[Amortization Schedule Version](#) | [Amortization Payment Schedules](#)

No results

Version Number	Status	Start Date	End Date	Principal Amount
----------------	--------	------------	----------	------------------

[Add](#)
[Copy](#)
[Remove](#)

10 per page Page 1 of 1

[Go to top of Main Content](#)

- Select **Add**.

The **Amortization Schedule Version** tab opens.

Figure 219: Amortization Schedule Version

1 - 1 of 1 results

Action was successful.

Amortization Schedule Amortization Schedule Versions

AMORTIZATION SCHEDULE VERSION

Amortization Schedule Version Amortization Payment Schedules

Item 1 of 1

Expand All Collapse All

General

Version Number: 1

Status: Active

Effective Dates

* Start Date: 03/01/2021

* End Date: 03/30/2022

Frequency

* Frequency of Payments: Every X Months

Frequency Interval(X): 1

Duration of Loan: 13

Schedule Detail

* Principal Amount: \$12,000.00

* Interest Rate: 1.000

Allow Variable Amounts: ☐

Currency: USD

Generate Payment Schedule

Go to top of Main Content

Audit Save

8. Enter a **Start Date** and **End Date** to define the Amortization Schedule's effective period.

NOTE: For an Amortization Schedule that should be paid over 1 year, set the Start Date and End Date per the following:

- a. **Start Date:** Current date (example: 8/1/2015)
 - b. **End Date:** Current date + 364 days (example: 7/31/2016)
9. Set the **Frequency of Payments** dropdown to Every X Months.
10. Enter a **Frequency Interval (X)** = 1.

NOTE: The Duration of Loan field is disable and will auto-populate based on the values entered in the Start/End Date and Frequency of Payments fields.

11. Enter the **Principal Amount** of the outstanding debt.
12. Enter the **Interest Rate** as a percentage.
13. Select **Save**.

Figure 220: Amortization Schedule Version Tab - Save Button

Amortization Schedule **Amortization Schedule Versions**

AMORTIZATION SCHEDULE VERSION

Amortization Schedule Version **Amortization Payment Schedules**

Item 1 of 1

* End Date 03/30/2022

Frequency

* Frequency of Payments Every X Months

Frequency Interval(X) 1

Duration of Loan 13

Schedule Detail

* Principal Amount \$12,000.00

* Interest Rate 1.000

☐ Allow Variable Amounts

Currency USD

Generate Payment Schedule

[Go to top of Main Content](#)

Save

NOTE: Selecting the Save button will automatically populate the Duration of Loan field based on the values entered in the Start/End Date and Frequency of Payments fields. In this example, the duration of the loan is calculated as 11 months, but the payment schedule to be generated will include 12 monthly payments.

14. Select the **Generate Payment Schedule** button.
15. Navigate to the **Amortization Payment Schedules** tab.
16. Review the Payment Schedule information.

Figure 221: Payment Schedule Information

Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule / Amortization Schedule Versions / **Amortization Payment Schedules**

Amortization Schedule **Amortization Schedule Versions**

AMORTIZATION PAYMENT SCHEDULES

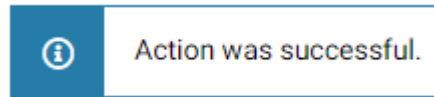
Amortization Schedule Version **Amortization Payment Schedules**

1 - 10 of 13 results

Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount
1	03/01/2021	\$928.47	\$10.00	\$918.47	\$11,081.53
2	04/01/2021	\$928.47	\$9.23	\$919.24	\$10,162.29
3	05/01/2021	\$928.47	\$8.47	\$920.00	\$9,242.29
4	06/01/2021	\$928.47	\$7.70	\$920.77	\$8,321.52
5	07/01/2021	\$928.47	\$6.93	\$921.54	\$7,399.98
6	08/01/2021	\$928.47	\$6.17	\$922.30	\$6,477.68
7	09/01/2021	\$928.47	\$5.40	\$923.07	\$5,554.61
8	10/01/2021	\$928.47	\$4.63	\$923.84	\$4,630.77
9	11/01/2021	\$928.47	\$3.86	\$924.61	\$3,706.16
10	12/01/2021	\$928.47	\$3.09	\$925.38	\$2,780.78
Totals		\$12,070.12	\$70.12	\$12,000.00	

[Refresh Balance Remaining](#) 10 per page << Page 1 of 2 >>

17. Select **Save**.

Figure 222: Save Message

4.7.8.3 Steps to Create and Activate a Promissory Note

The Promissory Note report is generated through the On-Demand reports utility. The generated Promissory Note report is sent to the Debtor to be signed and notarized.

- The Amortization Schedule reference is first added to the associated Debt Account document via an Amendment in order to generate the Promissory Note.
- The Amortization Schedule reference is removed from the Debt Account after generating the Promissory Note report to prevent activation until GSA receives the signed and notarized document.
- The Amortization Schedule is re-associated to the Debt Account Entity once the signed and notarized copy is received.
- This action activates the Promissory Note.

The following steps describe in detail the process to create and activate the Promissory Note.

Steps to Create and Activate the Promissory

1. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

The **Debt Account Query** is opened successfully.

NOTE: Steps #1-28 detail the association of the Amortization Schedule to the Debt Account Entity and the subsequent generation of the Promissory Note report.

2. Enter the **Debt Account Number** of the DA Entity to which you will associate the Amortization Schedule.
3. Select **Search**.
4. Select the record from the item collection and Select **Details**.

Figure 223: Debt Account Number

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

Debt Account

Search Criteria

Debt Account Number	11FP0206	Title/ACT Number	
Debt Account Group		Receivable Type	
Insurance Claim Number		Claim Type/System ID	
Bank ABA/BIC		Document Type	
Debt Account Type		Region	
Status		Building Number	
Vendor		Lease Number	
Payee Vendor		Vehicle Claim Debtor Name	
Amount			

[Search](#) [Clear](#)

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
11FP0206		R6CLAIMS	Region 6 Claims		262358742	00001			Primary	\$814.04	Active

[Details](#)

10 per page << Page 1 of 1 >>

5. Select the **Amend Document** button.

Figure 224: Amend Document

Header Debtor Accounting Lines Supervisors Approval Routing Memos

General

Document Type	D6M R6 Claims-Manual	Document Date	
Status	PROCESSED	Accounting Period	
Document Number	D6M2015111204728	Reporting Accounting Period	
* Debt Account Number	11FP0206	Batch Number	
Amendment Number	00001	Document Classification	
Debt Account Name		Security Org	FPCLAIM
Title	11FP0206	<input type="checkbox"/> Suppress Printing	
Requested By	runbatchconvbaar		
Disbursing Office	X0109		

6. Select **Generate** to create a system-generated Amendment Number.
7. Select **OK**.
8. Enter an **Amendment Justification**.

NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 225: Amendment Justification Field

The screenshot shows a web form titled "Amendment Information". It contains a "Date" field with a calendar icon. Below it is a red asterisk followed by the label "Justification". To the right of this label is a large text area containing the text "Associate Amortization Schedule to the DA Entry".

9. Navigate to the **Accounting Lines** tab.
10. Select the Accounting Line and Select the Accounting Line hyperlink.
11. Enter the Amortization Schedule Code in the **Amortization Schedule** field.

Figure 226: Amortization Schedule Code

The screenshot shows a web form titled "Amortization Schedule". It contains a label "Amortization Schedule" in blue text. To the right of this label is a text input field containing the code "046EA775" and a star icon.

12. Select **Save**.
13. Select **Verify**.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

14. Select the **Submit** button.
15. Navigate to Utilities → Reports → View Reports.
16. Expand the Accounts Receivable section.
17. Select the Promissory Note report.
18. Select **Run**.

Figure 227: Promissory Note

View Reports

REPORTS

- ☐ Combined Due Process Notices
- ☐ Combined Notice of Payment Due R6
- ☐ Combined Notice of Payment Due R7
- ☐ Debt Account Due Process Notices
- ☐ Debt Account Notice of Payment Due
- ☐ Due Process Notices
- ☐ Notice of Payment Due R6
- ☐ Notice of Payment Due R7
- ☒ Promissory Note
- ☐ Bill Generation Manual Agreement Bill
- ☐ Combined Bill Generation Manual Agreement Bill
- ☐ Outstanding Bills
- + Auto Disbursements
- + Budget Execution
- + Credit Card

[Run](#)[Subscribe](#)[View Current Subscriptions](#)

19. Enter the **Debt Account Number**.
20. Verify the **Promissory Note Text** Code is populated as GSAPNOTE.
21. Enter the **Admin Office** Code and Admin Office Address Code.
22. Enter the **Remit To Office** Code and Remit To Office **Address Code**.
23. Set the **Saved Output Access** dropdown to Shared.
24. Set the **Security Organization** to GSA.
25. Select **Run**.

Figure 228: Run Promissory Note

Parameters

Debt Account Number: KA624502 ☆

Unprocessed Debt Account Number:

Document Number From: ☆

Document Number To: ☆

From Debt Account Line Number: ☆

To Debt Account Line Number: ☆

* Promissory Note Text Code: GSAPNOTE

Report Date: 📅

* Admin Office: CLAIMSR6 ☆ CLAIMSR6_ADM ☆

* Remit To Office: CLAIMSR6 ☆ CLAIMSR6_ADM ☆

Options

Dynamic Web Viewer: Off ▾

Saved Output Format: PDF ▾

* Receive Email Cancellation Notification: No ▾

Description:

Saved Output Access: Shared ▾

Security Organization: GSA ☆

Run

26. Close the report execution window.
27. Select **Refresh** from the View Reports window.
28. Retrieve the Promissory Note report output by selecting the record from the item collection and Selecting **Output**.

Figure 229: Promissory Note - Item Collection

REPORT STATUS
1 - 5 of 5 results

Description	Report Status	Saved Output Format	Report Start	Report End	Report Expiration	User ID	Saved Output Access
17033081	Complete	PDF	03/19/2021 14:21:07	03/19/2021 14:21:12	04/18/2021 14:21:07	allnotes157	Shared
○	Failed	PDF	12/08/2017 13:18:28			ginaweaver	Shared
○	Failed	PDF	10/06/2016 14:48:25			ginaweaver	Shared
○	Failed	PDF	09/16/2016 14:21:36			ginaweaver	Shared
○	Failed	PDF	09/09/2016 11:35:18			ginaweaver	Shared

10 per page ▾ << Page 1 of 1 >>

29. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

The Amortization Schedule reference table is opened successfully.

NOTE: Steps #30-43 will detail the interim process where the Amortization Schedule is disassociated from the Debt Account Entity while GSA is waiting for the Debtor to return the signed and notarized Promissory Note.

30. Enter the **Debt Account Number** of the DA Entity to which you will associate the Amortization Schedule.
31. Select **Search**.
32. Select the record from the item collection and Select **Details**.

Figure 230: Debt Account Query - Detail Button

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

Debt Account

Search Criteria

Debt Account Number	2021010500003	Title/ACT Number	
Debt Account Group		Receivable Type	
Insurance Claim Number		Claim Type/System ID	
Bank ABA/BIC		Document Type	
Debt Account Type		Region	
Status		Building Number	
Vendor		Lease Number	
Payee Vendor		Vehicle Claim Debtor Name	
Amount			

[Search](#) [Clear](#)

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
2021010500003		R7CLAIMS	Region 7 Claims		420127290	00029			Primary	\$1,000.00	Active

[Details](#)

10 per page << Page 1 of 1 >>

33. Select the **Amend Document** button.

Figure 231: Debt Account - Amend Document Button

[Refresh](#)
[Correct Document](#)
[Amend Document](#)
[Copy Forward To Billing Document](#)
[Attachments \(1\)](#)
[Documents](#)

34. Select **Generate** to create a system-generated Amendment Number.

35. Select **OK**.

36. Enter an **Amendment Justification**.

NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 232: Amendment Justification

— Amendment Information

Date

* Justification

Disassociate Amortization Schedule from the Debt Account Entity

37. Navigate to the **Accounting Lines** tab.

38. Select the Accounting Line and Select the Accounting Line hyperlink.

39. Remove the Amortization Schedule Code in the **Amortization Schedule** field.

Figure 233: Amortization Schedule Field

— Amortization Schedule

Amortization Schedule

40. Select **Save**.

41. Select **Verify**.

42. Select the **Submit** button.

43. Offline Activity:

- The Promissory Note report output is sent to the Debtor to be signed and notarized.
- The Debtor returns the signed and notarized copy of the Promissory Note.
- The Promissory Note is activated.

NOTE: Steps #44-65 detail the process to activate the Promissory Note on the Debt Account in Pegasys.

44. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

45. Enter the **Debt Account Number** of the DA Entity to which you will associate the Promissory Note.

46. Select **Search**.

47. Select the record from the item collection and Select **Details**.

Figure 234: Debt Account Query

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account ☐

Debt Account

Search Criteria

Debt Account Number	<input type="text" value="2021010500003"/>	Title/ACT Number	<input type="text"/>
Debt Account Group	<input type="text"/>	Receivable Type	<input type="text"/>
Insurance Claim Number	<input type="text"/>	Claim Type/System ID	<input type="text"/>
Bank ABA/BIC	<input type="text"/>	Document Type	<input type="text"/>
Debt Account Type	<input type="text"/>	Region	<input type="text"/>
Status	<input type="text"/>	Building Number	<input type="text"/>
Vendor	<input type="text"/>	Lease Number	<input type="text"/>
Payee Vendor	<input type="text"/>	Vehicle Claim Debtor Name	<input type="text"/>
Amount	<input type="text"/>		

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
2021010500003		R7CLAIMS	Region 7 Claims		420127290	00029			Primary	\$1,000.00	Active

10 per page << Page 1 of 1 >>

48. Select the **Amend Document** button.

Figure 235: Debt Account Detail Record - Amend Document Button



Refresh Correct Document **Amend Document** Copy Forward To Billing Document Attachments (1) Documents ...

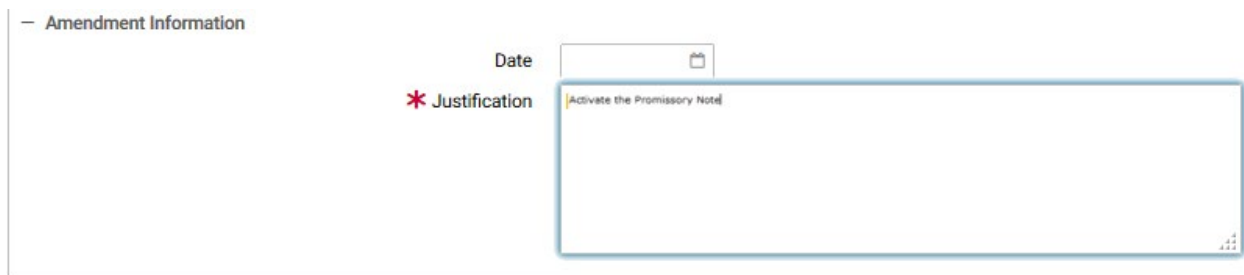
49. Select **Generate** to create a system-generated Amendment Number.

50. Select **OK**.

51. Enter an **Amendment Justification**.

NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 236: Justification



Amendment Information

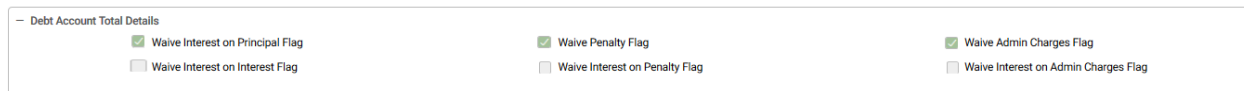
Date

* Justification

Activate the Promissory Note

52. Set the **Waive Interest on Principal**, **Waive Penalty**, and **Waive Admin Charges** flags to True.

Figure 237: Debt Account Total Details



Debt Account Total Details

<input checked="" type="checkbox"/> Waive Interest on Principal Flag	<input checked="" type="checkbox"/> Waive Penalty Flag	<input checked="" type="checkbox"/> Waive Admin Charges Flag
<input type="checkbox"/> Waive Interest on Interest Flag	<input type="checkbox"/> Waive Interest on Penalty Flag	<input type="checkbox"/> Waive Interest on Admin Charges Flag

53. Select the **Attachments** button.

54. Select **Click or Drag Files Here** and browse for the signed and notarized Promissory Note to attach.

55. Select **Apply**.

Figure 238: Upload Screen

* Attachment Number

* Title

Number of Pages

Attachment Date

Location

File No file chosen

☐ Sensitive

☐ Attachment

Attachment Type

Draft/Final

56. Select **Return**.

57. Navigate to the **Accounting Lines** tab.

58. Select the Accounting Line and Select the Accounting Line hyperlink.

59. Update the **Transaction Type** to 02.

NOTE: The Transaction Type update will result in a posting change to the Loans Receivable GL.

60. Re-associate the Amortization Schedule Code in the **Amortization Schedule** field.

Figure 239: Associate Amortization Schedule Code

— Amortization Schedule

Amortization Schedule

61. Set the **Dunning Print Flag** to False.

Figure 240: Dunning Print Flag

— Printing Information

Comments To Print

☐ Dunning Print Flag

☐ Print Comments On Dunning Letters

Text Code

62. Select **Save**.

63. Select **Verify**.

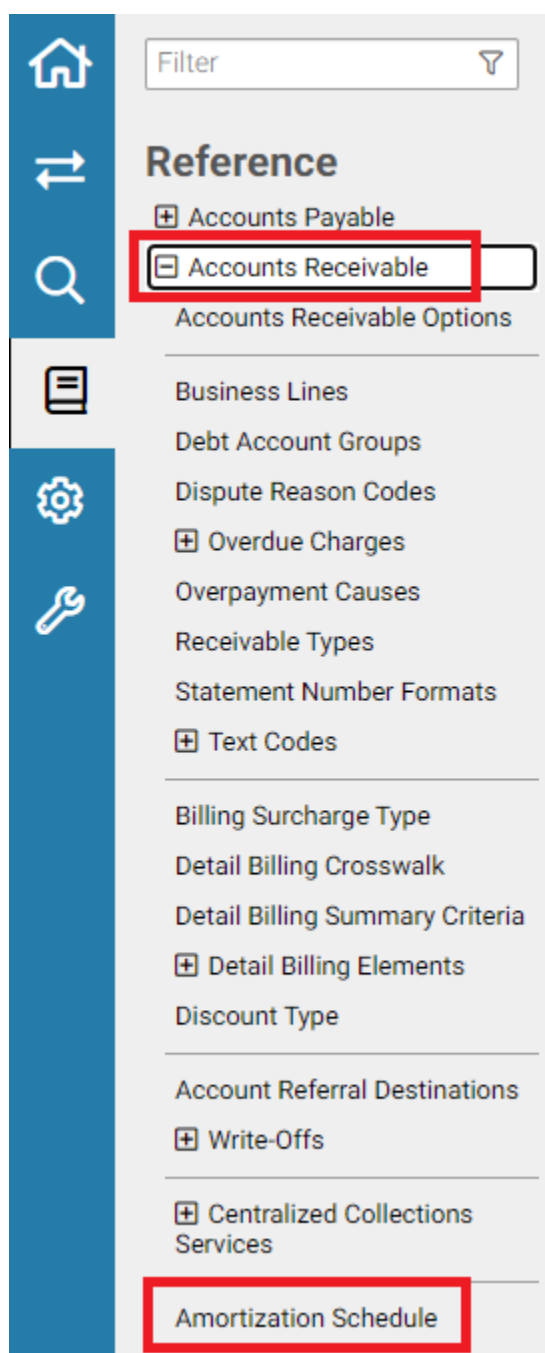
64. Select the **Submit** button.

4.7.8.4 Steps to Assess Interest on Amortization Schedules

The user manually amends the Debt Account Entity to assess the monthly interest amount defined in the associated Amortization Schedule. The following steps describe how to add the interest charge line to the Debt Account Entity manually when an active Amortization Schedule is referenced on the Debt Account.

Steps to Create and Activate the Promissory

1. Navigate to Reference → Accounts Receivable → Amortization Schedule.

Figure 241: Amortization Schedule Navigation

2. Enter the **Code** value of the Amortization Schedule associated with the Debt Account.
3. Select **Search**.
4. Select the record from the item collection and Select **Open**.

Figure 242: Item Collection

Pegasys / Reference / Accounts Receivable / Amortization Schedule

Amortization Schedule

Search Criteria

Code: 046EA775

Name:

Short Name:

Status:

Security Org:

Debt Account Number:

Debt Account Line Number:

Effective Dates

Start Date:

End Date:

1 - 1 of 1 results

Code	Name	Short Name	Debt Account Number	Status	Debt Account Line Number	Start Date	End Date	Security Org
046EA775	046EA775			Active				LDCLAM

Go to top of Main Content

5. Navigate to the **Amortization Schedule Versions** tab.
6. Select the record from the item collection and Select the Amortization Payment Schedules hyperlink.

Figure 243: Amortization Payment Schedules Hyperlink

Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule / Amortization Schedule Versions

AMORTIZATION SCHEDULE VERSIONS

Amortization Schedule **Amortization Schedule Versions**

Amortization Schedule Version **Amortization Payment Schedules**

1 - 1 of 1 results

Version Number	Status	Start Date	End Date	Principal Amount
1	Active	01/09/2017	09/01/2017	\$606.54

Go to top of Main Content

7. Record the interest amount to be recorded for the next payment date.

Figure 244: Interest Amount

Pegasys / Reference / Accounts Receivable / Amortization Schedule / Amortization Schedule / Amortization Schedule Versions / Amortization Payment Schedules

AMORTIZATION PAYMENT SCHEDULES

Amortization Schedule Version **Amortization Payment Schedules**

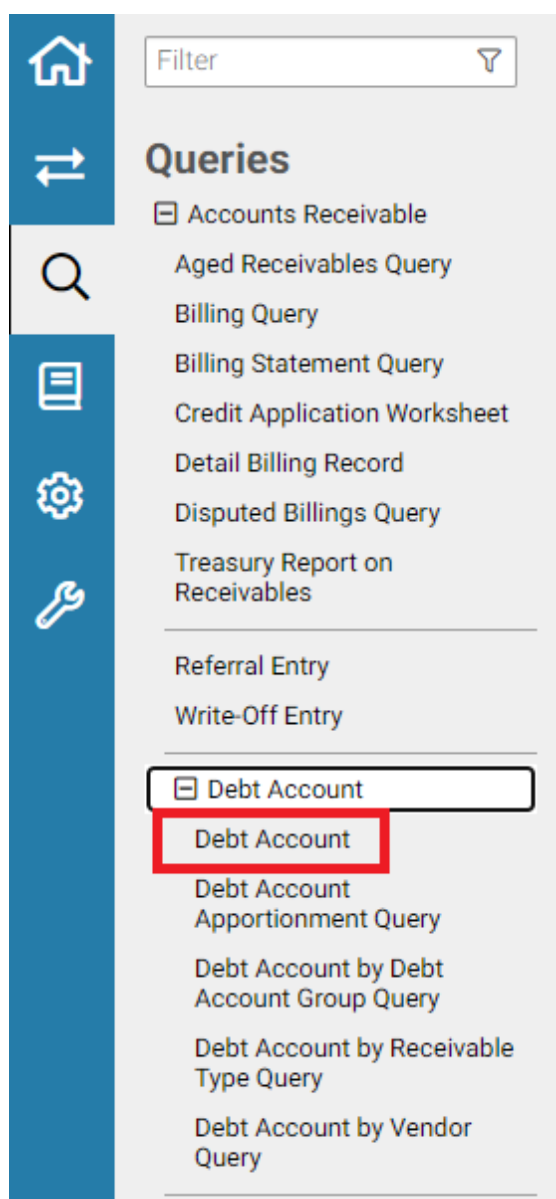
1 - 4 of 4 results

Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount
1	01/09/2017	\$151.79	\$0.25	\$151.54	\$455.00
2	02/09/2017	\$151.79	\$0.19	\$151.60	\$303.40
3	03/09/2017	\$151.79	\$0.13	\$151.66	\$151.74
4	04/09/2017	\$151.80	\$0.06	\$151.74	\$0.00
Totals		\$607.17	\$0.63	\$606.54	

Go to top of Main Content

8. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

Figure 245: Debt Account



9. Enter the **Debt Account Number** of the DA Entity to which the Amortization Schedule is associated.
10. Select **Search**.

Figure 246: Debt Account Search Criteria

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

Debt Account

Search Criteria	
Debt Account Number	2021010500003
Debt Account Group	<input type="text"/> ☆
Insurance Claim Number	<input type="text"/>
Bank ABA/BIC	<input type="text"/> ☆
Debt Account Type	<input type="text"/>
Status	<input type="text"/>
Vendor	<input type="text"/> ☆
Payee Vendor	<input type="text"/> ☆
Amount	<input type="text"/>
Search	Clear

Title/ACT Number	<input type="text"/>
Receivable Type	<input type="text"/> ☆
Claim Type/System ID	<input type="text"/> ☆
Document Type	<input type="text"/> ☆
Region	<input type="text"/> ☆
Building Number	<input type="text"/> ☆
Lease Number	<input type="text"/> ☆
Vehicle Claim Debtor Name	<input type="text"/>

11. Select the record from the item collection and Select the **Details** button.

Figure 247: Details Button

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
2021010500003		R7CLAIMS	Region 7 Claims		420127290	00029			Primary	\$1,000.00	Active

Details 10 per page << Page 1 of 1 >>

12. Select the **Amend Document** button.

Figure 248: Amend Document Button

Refresh	Correct Document	Amend Document	Copy Forward To Billing Document	▼	Attachments (1)	Documents	...
---------	------------------	-----------------------	----------------------------------	---	-----------------	-----------	-----

13. Select the **Generate** button to create a system-generated Amendment Number.

14. Select **OK**.

Figure 249: New Amendment

New Amendment

Subsystem	<input type="text" value=""/>	
Document Type	<input type="text" value="D7M"/>	<input type="text" value="R7 Claims-Manual"/>
Document Number	<input type="text" value="D7M2021010500003"/>	
Prefix	<input type="text" value=""/>	
* Amendment Number	<input type="text" value=""/>	<input type="button" value="Generate"/>

[Go to top of Main Content](#)

15. Enter an **Amendment Justification**.

NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 250: Amendment Information

— Amendment Information

Date	<input type="text" value="03/19/2021"/>
* Justification	<input type="text" value="Adding Interest for the Payment Date = \$0.8 - DAL Training Course"/>

16. Enter a value in the **Description** field.

Figure 251: Description Field

— Description

Description	<input type="text" value="DAL Training Exercise"/>
Extended Description	<input type="text" value=""/>

17. Select the **Accounting Lines** tab.

18. Select Accounting Line 1 from the item collection and Select the Accounting Line hyperlink.

Figure 252: Accounting Line Hyperlink

Header	Debtor	Accounting Lines	Supervisors	Approval Routing	Memos	...
Accounting Line	Charge Lines	Depository Lines	Payee Lines			

1 - 1 of 1 results

Line Number	Debt Account Line Number	Receivable Type	Amount	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm
1	1	EPCLAIMR7	\$1,000.00	01	2021PBS-07-192X-PG53	2021		192X	07	P0710001	PG53
Total Header Funded Amount			\$1,000.00								

References... Add Copy Remove Replace 10 per page << Page 1 of 1 >>

The accounting line page is displayed.

Figure 253: Accounting Line

Header	Debtor	Accounting Lines	Supervisors	Approval Routing	Memos	...
--------	--------	------------------	-------------	------------------	-------	-----

ACCOUNTING LINE

Accounting Line	Charge Lines	Depository Lines	Payee Lines
-----------------	--------------	------------------	-------------

Item 1 of 1

General

Line Number

* Debt Account Line Number

Transaction Type ☆

* Status ▾

Priority

☐ Exclude from Internal Offset

☐ Exclude from External Offset

Control Level ▾

Start Date 📅

First Demand Letter Generated Date 📅

Original Accounting Period ☆

☐ Spend and Reimburse Within Fund

Public Law Number ☆

IPA Deferred Date 📅

☒ Assess Current Period IPA

19. Ensure the code in the Amortization Schedule field matches the Amortization Schedule reviewed in the prior steps.

Figure 254: Amortization Schedule

Amortization Schedule

Amortization Schedule ☆

20. Navigate to the Charge Lines tab.

21. Select **Add**.

Figure 255: Add Button

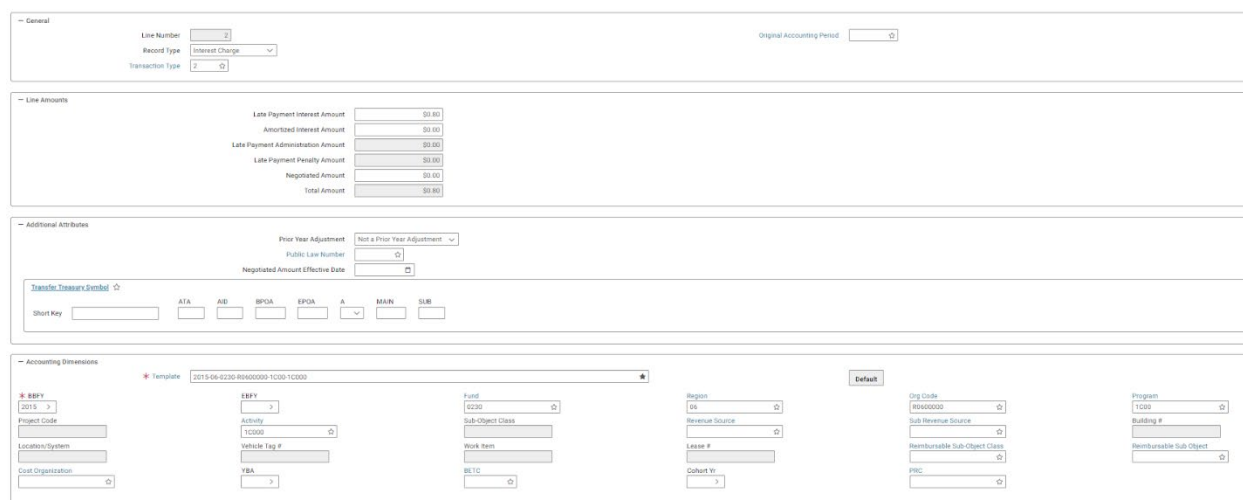


22. Enter **Record Type** = Interest Charge.
23. Enter **Transaction Type** = INC.
24. Enter an **Amortized Interest** amount equal to the interest amount previously recorded from the Amortization Schedule for the next payment period.
25. Enter the **Accounting Template**.

NOTE: The following accounting templates will be used:

- a. Region 6: 2015-06-0230-R0600000-1C00-1C000
- b. Region 6: 2015-07-0230-R0700000-1C00-1C000

Figure 256: Accounting Template



26. Select **Save**.
27. Select **Verify**.
28. Select the **Submit** button.

4.7.8.5 Amortization Schedule Query

The Amortization Schedule Query allows users to view amortization schedules and schedule versions in order to track repayment of debts. The initial establishment of the Amortization Schedule is performed on the Amortization Schedule reference table (see **Section 4.7.8.2**). Once the Amortization Schedule is created, users may query the Amortization Schedule. The query allows users to enter various search criteria, e.g., Amortization Schedule, Debt Account Number, etc. By entering the Amortization Schedule Code, users will be searching directly for a specific Amortization Schedule. If the user is attempting to determine if an Amortization Schedule

reference exists on a particular Debt Account Entity, the query's ability to search by Debt Account Number will instantly confirm any link between a particular Debt Account Entity and an Amortization Schedule established in Pegasys.

Once an Amortization Schedule is opened on the Amortization Schedule Query, users can drill down to the associated payment schedule and:

1. View the individual scheduled payments that make up the Amortization Schedule.
2. For each payment, view:
 - a. Payment due date
 - b. Payment amount including principal and interest broken out
 - c. Balance remaining on the Debt Account after the payment is received
 - d. Date GSA received the payment from the debtor and recorded as a collection in Pegasys
3. View the total Payment Amount, Interest Amount, and Principal Amount
4. View Cash Receipts processed in reference to a selected payment line

Figure 257: Amortization Schedule Query Search Page

Pegasys / Queries / Accounts Receivable / Amortization Schedule Query

Amortization Schedule Query

Search Criteria

Code Effective Date To

Name

Status

Short Name

Security Org

Debt Account Number

Debt Account Line Number

1 - 1 of 1 results

Code	Name	Start Date	End Date	Debt Account Number	Debt Account Line Number
046EA775	046EA775				

10 per page << Page 1 of 1 >>

The Amortization Schedule Query's Details pages include:

- Amortization Schedule Query Detail
- Amortization Schedule Version

The Amortization Schedule Query Detail page provides general information associated to the Amortization Schedule, including:

- Amortization Schedule Code
- Effective Dates
- Summary Collected Amount
- Debt Account Number/Debt Account Line Number

NOTE: The Debt Account information will only be populated if the Amortization Schedule has been referenced on a Debt Account Entity's accounting line, which establishes the linkage between the entity and the Amortization Schedule.

- Direct link to the Debt Account Query

Figure 258: Amortization Schedule Query Detail

Pegasys / Queries / Accounts Receivable / Amortization Schedule Query / Amortization Schedule Query Detail

AMORTIZATION SCHEDULE QUERY DETAIL

[Amortization Schedule Query Detail](#) | Amortization Schedule Versions

General

Code	046EA775	Effective Dates
Status	Active	
Name	046EA775	Start Date
Short Name		End Date
Security Org	LDCLAIM	
Debt Account Number		View Debt Account Query
Debt Account Line Number		
Total Billed Amount	\$0.00	
Total Collected Amount	\$0.00	

Description

Description

The Amortization Schedule Versions tab provides detailed information pertaining to the payment schedule established in Pegasys, including:

- Effective Dates of the Amortization Schedule
- Payment Frequency Terms:
 - Frequency of Payments
 - Every X Months
 - Frequency Interval (X) = 1
- Duration of Loan
- Principal Amount
- Interest Rate
- Scheduled Payments

Figure 259: Amortization Schedule Version Tab

Pegasys / Queries / Accounts Receivable / Amortization Schedule Query / Amortization Schedule Query Detail / Amortization Schedule Versions / **Amortization Schedule Version**

AMORTIZATION SCHEDULE VERSION

Amortization Schedule Query Detail | **Amortization Schedule Versions**

Amortization Schedule Version

Item 1 of 1

General

Version Number: Status: Active

Effective Dates: Start Date: End Date:

Frequency

Frequency of Payments: Monthly
Frequency Interval(s):
Duration of Loan:

Schedule Detail

☐ Generate Past Forms
Principal Amount:
Interest Rate:
☒ Allow Variable Amounts
Currency:

Bills

Document Type:
☐ Generate Bills

Cash Receipts

Document Type:
☐ Generate Cash Receipts

SCHEDULED PAYMENTS

1 - 4 of 4 results

	Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount	Bill Document Date	Billing Document Type	Bill Document Number	Bill Document Amount
+	1	01/09/2017	\$151.79	\$0.25	\$151.54	\$455.00				\$0.00
+	2	02/09/2017	\$151.79	\$0.19	\$151.60	\$293.40				\$0.00
+	3	03/09/2017	\$151.79	\$0.12	\$151.66	\$141.74				\$0.00
+	4	04/09/2017	\$151.80	\$0.06	\$151.74	\$0.00				\$0.00
	Totals		\$607.17	\$0.63	\$606.54					

10 per page | Page 1 of 1

The Scheduled Payments section of the Amortization Schedule Version tab provides the ability for users to review the scheduled payment dates, payment amounts (principal + interest) and remaining balance amounts. In addition to the ability to review the payment schedule and associated amounts, users may also expand each Payment Line Number to view any Cash Receipts processed in reference to the payment line.

Figure 260: Amortization Schedule's Schedule Payment Information

	Payment Line Number	Payment Date	Payment Amount	Interest Amount	Principal Amount	Balance Remaining Amount	Bill Document Date	Billing Document Type	Bill Document Number	Bill Document Amount
	1	01/09/2017	\$151.79	\$0.25	\$151.54	\$455.00				\$0.00
PAYMENT LINES										
No results										
<div><div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div>										
	Cash Receipt Document Date	Cash Receipt Document Type			Cash Receipt Document Number		Cash Receipt Line Number		Cash Receipt Line Amount	
10 per page Page 1 of 1										

4.7.9 Expense Reclassification Process

The PU Itemized Payment document is used to reclassify the expense for erroneous charges. This process applies to all Region 7 Claim Types. For Region 6, the expense reclassification process only applies to Vendor Claims (VNCLAIMR6), FedPay (FPCLAIMR6), TAPS (TACCLAIMR6), Excess Cost (ECCLAIMR6) and Autopay (APCLAIMR6) Claim Types.

The following steps cover the process for creating the expense reclassification PU document in Pegasys.

Steps to Create a PU Expense Reclassification IP:


1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.

2. Enter **Document Type** = PU.
3. Select **Generate** to create a **Document Number** (write this number down, you will need it later) EX: PU202106220001.

NOTE: Once the document number is generated, the Generate button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

4. Select the radio button next to **Copy Forward**.
5. Select **Next**.

Figure 261: New Payment Authorization

Pegasys / Transactions / Accounts Payable / New / **New Payment Authorization** 

NEW PAYMENT AUTHORIZATION

[New Payment Authorization](#)

*** Document Type**

Document Number Format Prefix


Security Org


*** Document Number**


Title

Copy Document

File

PU  Allocate Prepayment





PU20210319000000 **Generate**

☒ None
☐ Copy From
☐ Copy Forward

Choose File No file chosen

[Go to top of Main Content](#)

6. Enter **Document Type**:
 - a. Region 6 = QP
 - b. Region 7 = PJ, RB, RO, LP, RW, UM, AR, GP, PS, EK, UE, PN, EN, D7, P9, PY, EP, DW, PX, GD, RR, EC, IX, YJ or LM
7. Enter the Document Number.
8. Select **Search**.
9. Select the record from the item collection and Select **Finish**.

Figure 262: Copy Forward

Copy Forward

Search Criteria

Document Type: RO ☆ PBS Recurring Contracts 1 ☆

Document Number: RO201505020144

Document Status: Processed ▾

User ID:

Title:

Accounting Period:

Accounting Period:

From Date: 07/06/2015

To Date: 07/25/2018

Vendor: ☆ ☆

Copy Lines

☒ Copy all lines ☐ Choose which lines to copy ☐ Copy no lines

+ Additional Criteria

+ Accounting Dimensions

1 - 1 of 1 results

Document Category	Document Type	Document Number	Document Date	Amendment / Modification Number	Temporary Amendment Number	Title	Document Status	User ID
IO	RO	RO201505020144	05/10/2016			182J00920	Processed	kennethmcdonald

10 per page << Page 1 of 1 >>

10. The PU expense reclassification form screen opens successfully.

Figure 263: Payment Authorization Information

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20210319000000 NEW FULL FORM

HEADER

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

— General

Document Type: PU Allocate Prepayment

Status: NEW

Document Number: PU20210319000000

Title: 182J00920

Authorized By:

Post Code: ☆

☐ Automatic Reversal

Reversal Accounting Period: ☆

Reverse After Period:

Agency UEI:

Agency DUNS Number:

Agency EFT Indicator:

Authorization Date:

Accounting Period: ☆

Reporting Accounting Period: ☆

Document Classification: ☆

Security Org: GSA

Additional Payee Name:

* Accomplished Date:

☐ Suppress Printing

— Vendor Information

Vendor

* Vendor: 830396875 ☆ 00001 ☆

Address Name: BONA FIDE CONGLOMERATE

Customer Account: ☆

Contract Proration Worksheet

Designated Agent

Vendor: ☆ ☆

Address Name:

☐ 1099 Use Designated Agent

...

11. Enter the following value in the Assignment Code field:

- a. Region 6 = R6CLAIMS
- b. Region 7 = R7CLAIMS

12. Navigate to the **Header Accounting Lines** tab.

13. Select the accounting line and Select the **Header Accounting Line** tab.

Figure 264: Header Accounting Line Tab

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20210319000000 NEW FULL FORM / Header Accounting Lines

HEADER ACCOUNTING LINES

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

Header Accounting Line Contracts Pay Tax Lines Associated Spending

1 - 3 of 3 results

<input type="checkbox"/>	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
<input type="checkbox"/>	2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
<input type="checkbox"/>	3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
Total Header Funded Amou					\$0.00										

References... Add Copy Remove Reset Replace 10 per page << Page 1 of 1 >>

14. Enter the following **Transaction Type**:

a. **Region 6:**

- i. **10** for expense reclassification related to Vendor claims (Receivable Type VNCLAIMR6)
- ii. **11** for expense reclassification related to FedPay, TAPS, Excess Cost and Autopay claims (Receivable Types FPCLAIMR6, TACCLAIMR6, ECCLAIMR6, APCLAIMR6)

b. **Region 7:**

- i. **11** for Program PG80
- ii. **10** for all other Program values
- iii. **I3** for interest relating to a claim

15. Set the Line Type to **Credit**

16. Enter the applicable Debt Account Number in the **Claim Number** field.

Figure 265: Claim Number

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20210319000000 NEW FULL FORM / Header Accounting Lines / Header Accounting Line

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

HEADER ACCOUNTING LINE

Header Accounting Line Contracts Pay Tax Lines Associated Spending

Item 1 of 3: 1 2 3

General

Line Number: 1

Line Type: Normal

Transaction Type: ☆

Prompt Pay Type: ☆

Fast Pay: ☐

Related Cost Type: N/A

Original Accounting Period: ☆

Source Number:

Claim Number: DANUMEX017017

SF-224 Reclassification: ☐

Period of Performance

Start Date:

End Date:

17. Navigate back to the **Header Accounting Lines** tab.

18. Select the accounting line and Select Copy.

Figure 266: Copy Button

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20210319000000 NEW FULL FORM / Header Accounting Lines

HEADER ACCOUNTING LINES

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

Header Accounting Line Contracts Pay Tax Lines Associated Spending

1 - 3 of 3 results

<input type="checkbox"/>	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
<input type="checkbox"/>	2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
<input type="checkbox"/>	3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
Total Header Funded Amou					\$0.00										

References... **Add** **Copy** ☐ **Remove** **Reset** **Replace** 10 per page << Page 1 of 1 >>

19. Select accounting line 2 and Select the **Header Accounting Line** hyperlink.

Figure 267: Payment Authorization - Header Accounting Line

Pegasys / Transactions / Accounts Payable / New / Payment Authorization / Header: PU Allocate Prepayment PU20210319000000 NEW FULL FORM / Header Accounting Lines

HEADER ACCOUNTING LINES

Header Fixed Assets Header Accounting Lines Itemized Lines Approval Routing Memos

Header Accounting Line Contracts Pay Tax Lines Associated Spending

1 - 3 of 3 results

<input type="checkbox"/>	Line Number	Payment Amount	Line Type	Transaction Type	Amount	Applied Credit	Applied Prepayment	Holdback	Suspension	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd
<input checked="" type="checkbox"/>	1	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
<input type="checkbox"/>	2	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
<input type="checkbox"/>	3	\$0.00	Normal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2015-P-09-192-P092S410-PG61	2015		192X	09	P092S4
Total Header Funded Amou					\$0.00										

References... **Add** **Copy** ☐ **Remove** **Reset** **Replace** 10 per page << Page 1 of 1 >>

20. Enter the following **Transaction Type**:

a. **Region 6:**

- i. **14** for expense reclassification related to Vendor claims (Receivable Type VNCLAIMR6)
- ii. **15** for expense reclassification related to FedPay, TAPS, Excess Cost and Autopay claims (Receivable Types FPCLAIMR6, TACCLAIMR6, ECCLAIMR6, APCLAIMR6)

b. **Region 7**

- i. **14** for Non-Reimbursable
- ii. **15** for Reimbursable

21. Set Line Type = **Normal**

Figure 268: Header Accounting Line - General And Disbursing Information

Header Fixed Assets **Header Accounting Lines** Itemized Lines Approval Routing Memos ...

HEADER ACCOUNTING LINE

Header Accounting Line Contracts Pay Tax Lines Associated Spending

Item 1 of 3: 1 2 3

General

Line Number: 1

Line Type: Normal

Transaction Type: 14

Prompt Pay Type:

☐ Fast Pay

Related Cost Type: N/A

Original Accounting Period:

Source Number:

Claim Number: DANUMEX017017

☐ SF-224 Reclassification

Period of Performance

Start Date:

End Date:

Disbursing Information

Schedule Date:

System-Calculated Schedule Date:

Early Payment Approval:

☐ Exclude from External Offsets

☐ Exclude from Internal Offsets

22. Remove the **Document Reference** information.

Figure 269: Document Reference Section

Document Reference

Type	Number	Item	ExhibitItem	Accounting
RO	R0201505020144	0000		1

☐ Final ☐ Misc ☐ Liquidate Items

Referenced Statement Number:

View **Default**

23. Region 7 only:

- a. Enter Activity Code = **PG931**

Figure 270: Accounting Dimensions - Activity Code

Accounting Dimensions

* Template 2015-P-09-192-P092S410-PG61

BBFY 2015

Project Code:

Vehicle Tag #:

BETC:

EBFY

Activity: PG931

Work Item:

Cohort Yr: >

Fund 192X

Sub-Object Class: K08

Lease #:

PRC:

Region 09

Revenue Source:

Reimbursable Sub-Object Class:

Default

Org Code: P092S410

Building #: CA0221ZZ

Cost Organization:

Program PG61

Location/System:

YBA: >

24. Select **Save**.
25. Select **Verify**.
26. Correct any hard errors and re-verify until the action is successful.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

27. Select the **Submit** button to process the document.

NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

The document is successfully sent to the queue for processing.

4.7.10 PAR Receivable Reversal Process

The PAR Receivable Reversal Process applies only to Region 6 (not External Services) Payroll Claims (PRCLAIMR6). In Pegasys, the process is recorded via the manual processing of a Standard Voucher, document type D6A, to reverse the outstanding claim balance established by PAR.

The D6A utilizes the following values:

- Transaction Type = 03
- Line Type = Blank
- Transaction Event = Expenditure
- Increase/Decrease Indicator = Decrease

The following steps outline the process to create the PAR Receivable Reversal SV in Pegasys.

Steps to Create PAR Receivable Reversal:

1. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account
2. Enter the **Debt Account Number** for the PRCLAIMR6 associated to the PAR Receivable Reversal transaction to be generated.
3. Select **Search**.
The record is returned in the item collection.
4. Select the record from the item collection and Select Details.

Figure 271: Debt Account Details

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account

Debt Account

Search Criteria

Debt Account Number	<input type="text" value="2021010500003"/>	Title/ACT Number	<input type="text"/>
Debt Account Group	<input type="text" value="R7CLAIMS"/>	Receivable Type	<input type="text"/>
Insurance Claim Number	<input type="text"/>	Claim Type/System ID	<input type="text"/>
Bank ABA/BIC	<input type="text"/>	Document Type	<input type="text"/>
Debt Account Type	<input type="text"/>	Region	<input type="text"/>
Status	<input type="text"/>	Building Number	<input type="text"/>
Vendor	<input type="text"/>	Lease Number	<input type="text"/>
Payee Vendor	<input type="text"/>	Vehicle Claim Debtor Name	<input type="text"/>
Amount	<input type="text"/>		

+ Header Field - User Defined Fields

+ Accounting Line - User Defined Fields

1 - 1 of 1 results

Debt Account Number	Vehicle Claim Debtor Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number	Vendor Code	Address Code	Payee Vendor	Bank ABA/BIC	Debt Account Type	Debt Account Amount Total	Status
2021010500003		R7CLAIMS	Region 7 Claims		420127290	00029			Primary	\$1,000.00	Active

[Details](#) 10 per page << Page 1 of 1 >>

5. Record the **Total Amount** for later use.

Figure 272: Amounts Section

— Amounts

Debt Account Activity

	Original Owed	Collected	Outstanding
Initial Amount	\$1,000.00		
Discount Amount	\$0.00		
Surcharge Amount	\$0.00		
Principal Amount	\$1,000.00	\$0.00	\$1,000.00
Interest Amount	\$0.00	\$0.00	\$0.00
Admin Charges Amount	\$0.00	\$0.00	\$0.00
Penalty Amount	\$0.00	\$0.00	\$0.00
Total Amount	\$1,000.00	\$0.00	\$1,000.00

6. Navigate to the **Debtor** tab.

Record the **Vendor Code** and **Address Code** for later use.

Figure 273: Debtor Tab

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account / Debtor

DEBTOR

Debt Account **Debtor** Accounting Lines Supervisor

1 - 1 of 1 results

Vendor Code	Address Code	Vendor Code Address Name	Debt Account Group	Debt Account Group Name	Insurance Claim Number
420127290	00029	PREHC GAVI BELLEVUE I, LLC	R7CLAIMS	Region 7 Claims	

[View Debt Account By Vendor](#) 10 per page << Page 1 of 1 >>

7. Navigate to the **Accounting Lines** tab. Select the accounting line from the item collection and Select the **Accounting Line hyperlink**.

Figure 274: Accounting Line Link

Pegasys / Queries / Accounts Receivable / Debt Account / Debt Account / Debt Account / Accounting Lines

ACCOUNTING LINES

Debt Account | Debtor | Accounting Lines | Supervisor

Accounting Line | Charge Lines | Depository Lines | Payee Lines

1 - 1 of 1 results

	Debt Account Line Number	Receivable Type	Status	Principal Amount
<input checked="" type="checkbox"/>	1	EPCLAIMR7	Active	\$1,000.00

10 per page << Page 1 of 1 >>

- Record the **Accounting Template/Dimensions** for later use.

Figure 275: Accounting Template - Dimensions

Accounting Dimensions

* Template 2015-P-09-192-P092S410-PG61

Default

* BBFY 2015	EBFY	Fund 192X	Region 09	Org Code P092S410	Program PG61
Project Code	Activity PG931	Sub-Object Class K08	Revenue Source	Building # CA0221ZZ	Location/System
Vehicle Tag #	Work Item	Lease #	Reimbursable Sub-Object Class	Cost Organization	YBA
BETC	Cohort Yr	PRC			

- Navigate to Transactions → General System → New → Standard Voucher.
- Enter **Document Type** = D6A.
- Select **Generate** to create a system-generated Document Number. Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

Figure 277: Header tab

Pegasys / Transactions / General System / New / Standard Voucher / Header: D6A R6 Claims Manual Accruals D6A2021031900001 NEW FULL FORM

HEADER

Header Fixed Assets Accounting Lines Approval Routing Memos Summary

General

Document Type: D6A R6 Claims Manual Accruals
 Status: NEW
 Document Number: D6A2021031900001
 Title:
 Issued By:
☐ Automatic Reversal
 Reversal Accounting Period:
 Reverse After Period:
 Agency UEI:
 Agency DUNS Number:
 Agency EFT Indicator:

Document Date:
 Accounting Period:
 Reporting Accounting Period:
 Document Classification:
 Security Org: GSA
☐ Suppress Printing
☐ Spending Override

Amounts

Net Amount: \$0.00

External System Information

Site ID:
 System ID:
 External System Document Number:

Verify Save Submit Schedule Refresh Fund Currency

13. In the **Description** field, enter “Reversal of PAR claim receivable posting for new Payroll claim managed by Region 6 Claims group.”

Figure 278: Description

Description

Description: Reversal of PAR claim receivable posting for new payroll claim managed by Region 6 Claims Group.

Extended Description:

14. Navigate to the **Accounting Lines** tab.
 Select **Add**.

Figure 279: Add Accounting Line

Pegasys / Transactions / General System / New / Standard Voucher / Header: D6A R6 Claims Manual Accruals D6A2021031900001 NEW FULL FORM / Accounting Lines

ACCOUNTING LINES

Header Fixed Assets **Accounting Lines** Approval Routing Memos Summary

Accounting Line Contracts Pay

No results

Line Number	Line Type	Amount	Transaction Event	Increase/Decrease	Transaction Type	Accounting Template	BBFY	EBFY	Fund	Reg	Org Cd	Prgm	Proj Cd	Acty	SOC	Rev Sre
Total Header Funded Amou																

References **Add** Copy Remove Reset Replace 10 per page << Page 1 of 1 >>

The Accounting Line screen is displayed.

Figure 280: Accounting Line Screen

Pegasys / Transactions / General System / New / Standard Voucher / Header: D6A R6 Claims Manual Accruals D6A2021031900001 NEW FULL FORM / Accounting Lines / Accounting Line

Header Fixed Assets **Accounting Lines** Approval Routing Memos Summary

ACCOUNTING LINE

Accounting Line Contracts Pay

Item 1 of 1

General

Line Number	<input type="text" value="1"/>	Original Accounting Period	<input type="text" value=""/>
Line Type	<input type="text" value=""/>	Receivable Type	<input type="text" value=""/>
Transaction Type	<input type="text" value=""/>	PCAS Surcharge	<input type="text" value=""/>
Transaction Event	<input type="text" value="Expenditure"/>	Source Number	<input type="text" value=""/>
Increase/Decrease	<input type="text" value="Increase"/>	<input type="checkbox"/> SF-224 Reclassification	
Obligation FY	<input type="text" value=""/>	TROR Classification	<input type="text" value=""/>
Statement Number	<input type="text" value=""/>	TROR Category	<input type="text" value=""/>
	<input type="button" value="Generate"/>	TROR Collection Type	<input type="text" value=""/>
		Related Statement Number	<input type="text" value=""/>
		Referenced Statement Number	<input type="text" value=""/>

15. Enter **Transaction Type** = 03.
16. Set the **Transaction Event** dropdown = Expenditure.
17. Set the **Increase/Decrease** dropdown = Decrease.
18. Enter **Receivable Type** = PRCLAIMR6.
19. Enter in the **Vendor Code** and **Vendor Address Code** fields noted in Step #6.

Figure 281: Accounting Line Information

Pegasys / Transactions / General System / New / Standard Voucher / Header: D6A R6 Claims Manual Accruals D6A2021031900001 NEW FULL FORM / Accounting Lines / Accounting Line

Header Fixed Assets Accounting Lines Approval Routing Memos Summary

ACCOUNTING LINE

Accounting Line Contracts Pay

Item 1 of 1

General

Line Number: 1
 Line Type:
 Transaction Type: 3
 Transaction Event: Expenditure
 Increase/Decrease: Increase
 Obligation FY:
 Statement Number:
 Generate

Original Accounting Period:
 Receivable Type: PRCLAIMR6
 PCAS Surcharge:
 Source Number:
 SF-224 Reclassification:
 TROR Classification:
 TROR Category:
 TROR Collection Type:
 Related Statement Number:
 Referenced Statement Number:

Bank Account Information

Vendor Information

Vendor:
 * Vendor:
 Address Name:
 More

Verify Save Submit Schedule Refresh Fund Currency

20. Enter the **Amount** noted in Step #5.

Figure 282: Line Amounts

Line Amounts

Amount: \$1,693.17

21. Enter the **Accounting Template** recorded in Step #8 and Select **Default**.

Ensure the accounting dimensions recorded in Step #8 are populated successfully.

Figure 283: Accounting Dimensions

Accounting Dimensions

* Template

BBFY: 2015
 Project Code:
 Vehicle Tag #:
 BETC:
 EBFY:
 Activity: AF246
 Work Item:
 Cohort Yr:
 Fund: 285X
 Sub-Object Class:
 Lease #:
 PRC:
 Region: 03
 Revenue Source:
 Reimbursable Sub-Object Class:
 Org Code: Q03MDBD0
 Building #:
 Cost Organization:
 Program: IT32
 Location/System:
 YBA:
 Default

22. Select **Save**.

23. Select **Verify**.

NOTE: Correct any hard errors and re-verify until the action is successful.

NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (<https://corporateapps.gsa.gov/applications/financial-apps/pegasys/>) provides more details.

24. Select **Submit** to process the document.